MIDDLE EAST BROADCASTING NETWORKS, INC. MBN

AUTOMATED INVENTORY SUPPORT SYSTEM (MBN)

User Manual Version 1.0

MBN's mission is to provide objective, accurate, and relevant news and information to the people of the Middle East about the region, the world, and the United States. MBN supports democratic values by expanding the spectrum of ideas, opinions, and perspectives available in the region's media.

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Table of Contents

HOME PAGE 7
NAVIGATION MENU – MENU BAR 7
MODULES 7
User Administration 7
Asset Item 7
Custodian 8
Maintenance 8
Reporting 8
SCREEN LAYOUT 8
BREADCRUMBS 8
SECTION HEADINGS 8
PAGING 9
SORTING DATA 9
DRILLING DOWN ON DATA 9
PAGE SIZE 10
LOGGING IN 10
USER GROUPS 11
Administrator Group 11
Reports Group 12
Add Asset Group 12
Supervisor Group 13
Users Group 13
USER ADMINISTRATION MODULE 15
Create User 15
Update User Profile 16
Change Password 16
User Search 17
Unlock User Account 17
How to Change User's Role 17

How to Reset User's Password 17
Deleting a User's Profile 18
DAL Performance Log 18
View the DAL Performance Log 18
Create Role 19
ASSET ITEM MODULE 20
View Assets 20
Asset Item search 20
New Asset Item 21
Adding New Asset Item 21
Mass Assets 22
Asset Fields 23
New Asset Item Fields 23
Item Disposal Module 24
Viewing of Asset Item Disposal 25
Adding Item Disposal 25
Updating Mass Asset Item Disposal 25
Item Depreciation 26
Transfer 27
Scan Asset Items 27
CUSTODIAN Module 29
View Custodians 29
New Custodian 29
Students Import 30
MAINTENANCE Module 31
View Categories/SubCategories/Statuses/GL Codes/Vendor Types/Address Types/Contact Types 31
Import Format 31
Search File Import Formats 32
File Import Formats 33
Field Mappings 33
Cat-SubCat Mapping 34
REPORTING Module 35
View Reports 35
Run Reports 35

Admin Edit 36
Edit Reports 37
Delete Reports 38
Create Reports 38
PARAMETERS 42
Edit Parameter 42
New Parameter 43
COLUMNS 44
View Report Columns 44
Edit Report Columns 44
Create New Columns 44
CONNECTIONSTRINGS 45
View Connection Strings 45
Edit Connection Strings 45
Create New Connection String 45

Table of Figures

Figure 1.1 – Five Modules in the Menu Bar 7
Figure 1.2 – Breadcrumb 8
Figure 1.3 – Section Headings 9
Figure 1.4 – Paging 9
Figure 1.5 – Sorting Data through headers 9
Figure 1.6 – Drilling down Data on Barcode number Link 10
Figure 1.7 – User Login Page 11
Figure 1.8 – Create New User 15
Figure 1.9 – Update User 16
Figure 1.10 – Change Password Screen 16
Figure 1.11 – User Search 17
Figure 1.12 – Data Access Layer (DAL) Performance Log Summary 18
Figure 1.13 – View Data Access Layer (DAL) Performance Logs 19
Figure 1.14 – Create Roles Screen 19
Figure 2.1 – View Assets 20
Figure 2.2 – Adding New Asset Info Screen 21
Figure 2.3 – Adding Mass Asset Info Screen 22
Figure 2.4 – Asset Field Search Screen 23
Figure 2.5 – New Asset Item Field Screen 24
Figure 2.6 – Item Disposal 25
Figure 2.7 – Mass Item Disposal 26
Figure 2.8 – Item Depreciation 26
Figure 2.9 – Item Transfer 27
Figure 2.10 – Scan Asset Items 27
Figure 3.1 – Custodians List 29
Figure 3.2 – New Custodian Screen 29
Figure 3.3 – Students Import 30
Figure 4.1 – View Categories, Subcategories, Status, File Types, GL Codes, Vendor Type, Contact Type, Address Type 31
Figure 4.2 – Import Format Screen view 32
Figure 4.3 – Search File Import Formats Screen 32
Figure 4.4 – File Import Format Screen 33
Figure 4.5 – Field Mappings 34
Figure 4.6 – Category-Subcategory Mappings 34
Figure 5.1 – Reports List 35
Figure 5.2 – Run Report Results 36
Figure 5.3 – Admin Edit Screen of Reports 37
Figure 5.4 – Edit Screen of Reports 38
Figure 5.5 – Create New Report 38
Figure 5.6 – Create New Report – Step 3 Create Stored Procedure Command 39
Figure 5.7 – Create New Report – Step 4 Create Stored Procedure Command's Report Columns 40
Figure 5.8 – Create New Report – Step 2 Create SQL Details 41
Figure 5.9 – Parameter List 42

Figure 5.10 – Edit/Create Parameter 43
Figure 5.11 – List of Report Columns 44
Figure 5.12 – Adding/Updating Columns 45
Figure 5.13 – View Connection Strings 45
Figure 5.14 – Adding/updating Connection String 46

HOME PAGE

The Automated Inventory Support System Home Page for all users and user groups will be the default menu page.

NAVIGATION MENU – MENU BAR

The navigation menu provides the user the ability to navigate thru the MBN Inventory Web Application. The navigation menu is divided into five different modules. By hovering over the module names, the user is presented with a list of options to select. These modules work as a whole from user administration, Adding Assets, Viewing Assets, Disposal, Custodian, Maintenance and Reports.

MODULES

The MBN Inventory consists of five modules (see Figure 1.1). The modules are used to navigate thru the application from creating a user account to the asset entry, asset viewing, custodian, maintenance and asset reports.

Figure 1.1 – Five Modules in the Menu Bar

User Administration

- Create User
- Update User
- Change Password
- User Search
- DAL Performance Log
- Create Role

Asset Item

- View Assets
- New Asset
- Mass Assets
- Asset Fields
- Item Disposal
- Item Depreciation
- Transfer
- Scan Asset Items

Custodian

- View Custodians
- New Custodian
- Students Import

Maintenance

- View Categories, Subcategories, Statuses, GL Codes, Vendor Types, Address Types, Contact Types
- Cat-SubCat Mapping
- Import Format
- Field Mappings
- Vendors

Reporting

- Reports
- Parameters
- Columns
- Connection Strings

SCREEN LAYOUT

The MBN Inventory Web Application has several user friendly features to assist the user in navigating and selecting information within the system. These features are called as breadcrumbs, paging, section headings, sorting, drilling down as well as search results page sizing. The following sections will provide additional information on how to use these features.

BREADCRUMBS

A Breadcrumb (See Figure 1.2) gives users a way to track their location within the MBN Web Application, the user will see a breadcrumb on every screen. The breadcrumb will change based on the screen user has navigated.

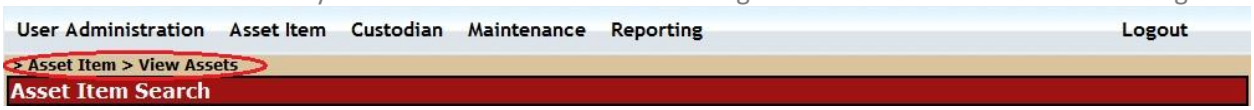

Figure 1.2 – Breadcrumb

SECTION HEADINGS

Section Headings divide the information on the screen. The section headings will assist the user to determine what information is currently being viewed. A Section heading is displayed as a red bar (See Figure 1.3).

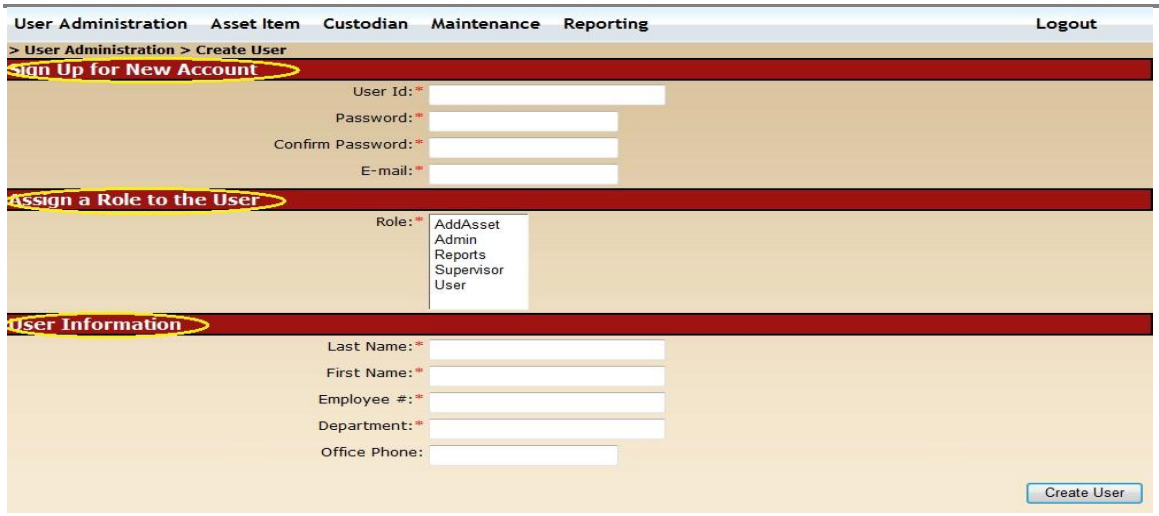

Figure 1.3 – Section Headings

PAGING

After the user conducts a search or view information that spans to additional pages, the user can page through the results. By clicking on the page number (See Figure 1.4), the user can view the additional information. The page numbers will be displayed at the bottom of the results screen.

Figure 1.4 – Paging

SORTING DATA

Any column heading in a grid that has a hyperlink can be sorted (See Figure 1.5).

To sort by a particular column heading, use the following instructions:

1. Determine which column heading user would like to be sorted.
2. Click once on the desired column title / header to sort data.

Figure 1.5 – Sorting Data through headers

DRILLING DOWN ON DATA

Selected data in each grid can be drilled down if additional information is available for a particular field (See Figure 1.6).

A hyperlink on a particular field will signify additional data is available for that item.

a) Determine the field on which user want to drill down to view the information.
b) Click on the particular hyperlink within the grid to view additional information.

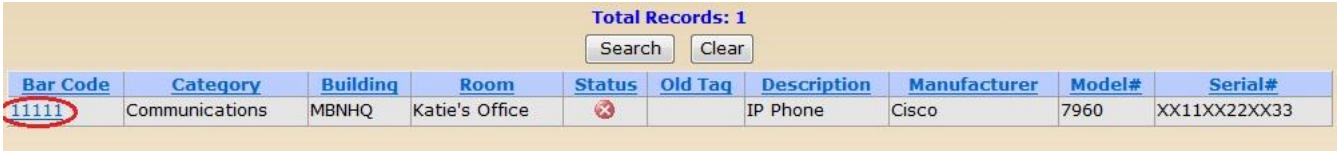

Figure 1.6 – Drilling down Data on Barcode number Link

PAGE SIZE

By default, there are 20 (twenty) records displayed on each grid or table (the page size is adjustable as a system configured parameter). The user can view 20 records on the screen. If there are more than 20 records, the user will see paging feature described in paging module in section 'paging' (See Figure 1.4)

LOGGING IN

To login into the MBN Inventory Web Application, make sure you have a valid username and password. Once you have a valid username and password, do the following (See Figure 1.7):

Step 1 – Open Internet Explorer
Step 2 – In the Address bar, type in the MBN Inventory management web address: http://www.mbninventory.com/
Step 3 – Click the 'Go' icon or press enter key on the keyboard or click ( ) icon to load the application.
Step 4 – On the home page, enter your username and password.

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Training Manual
Asset Management
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Log In
User ID:
Password:
Log In
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Figure 1.7 – User Login Page

USER GROUPS

Users are assigned to different user groups based on their functionality in the application. There are five defined user groups:

- Administrator Group
- Reports Group
- Add Asset Group
- Supervisor Group
- User Group (Default User)

Administrator Group

The Administrator group has full access to all the modules in the MBN application. The Administrator has the ability to:

- User Administration Module
  - Create, Modify/Update User
  - User Search
    Reset / Change Passwords
  - Delete User Accounts
  - DAL Performance logs
  - Create Roles
- Asset Items Module
  - View Assets
  - Add New Asset Items
  - Mass Assets

    - Asset Fields
    - Item Disposal
    - Item Depreciation
    - Transfer
    - Scan Asset Items
- Custodians Module
    - View Custodians
    - Create New Custodian
    - Students List Import
- Maintenance Module
    - View Categories
    - View Sub Categories
    - View Statuses
    - View GL Codes
    - View Vendor Types
    - View Address Types
    - View Contact Types
    - Cat-SubCat Mapping
    - Import Format
    - Add/View Field Mappings
    - Add/View Vendors
- Reports Module
    - View & Run Reports
    - Create Reports
    - Export Reports Data
    - Create/Edit Admin Reports
    - Create Command
    - Parameters
    - Columns
    - Connection Strings

Reports Group

The Reports group has limited access to the different modules in the MBN application. The Reports user has the ability to:

- User Administration Module
    - Change Password
- Reports Module
    - View & Run Reports
    - Create Report
- Export Reports Data

Add Asset Group

The Add Asset Group has limited access to the different modules in the MBN application. The Add Asset group has the ability to:

- User Administration Module
    - Change Password
- Asset Items Module
    - Add New Asset Items

- Add Mass Asset Items

Supervisor Group

This Supervisor User Group has access to all user groups like Reports Group, Add Assets Group and Users Group.

- User Administration Module
  - Change Passwords
  - DAL Performance logs
- Asset Items Module
  - View Assets
  - Add New Asset Items
  - Add/Update Mass Assets
  - Asset Fields
  - Item Disposal
  - Item Depreciation
  - Transfer
  - Scan Asset Items
- Custodians Module
  - View Custodians
  - Create New Custodian
  - Students List Import
- Maintenance Module
  - View Categories
  - View Sub Categories
  - View Statuses
  - View GL Codes
  - View Vendor Types
  - View Address Types
  - View Contact Types
  - Cat-SubCat Mapping
  - Add/View Import Format
  - Add/Update Field Mappings
  - Add/View Vendors
- Reports Module
  - View & Run Reports
  - Export Reports Data
  - Create Reports
  - Create/Edit Admin Reports
  - Create Command
  - Parameters
  - Columns

Users Group

The Users Group has limited access to the different modules in the MBN application. The Users group has the ability to:

- User Administration Module
  - Change Password
- Asset Items Module
  - View Assets
  - Add New Asset Items

  - Add Mass Asset Items
  - Item Disposal
  - Item Depreciation
  - Transfer
  - Imports
  - Scan Asset Items
- Custodians
  - View Custodians
  - Add New Custodians
  - Students Import
- Maintenance Module
  - Add/View Import Format
- Reports Module
  - View Report List
  - Create Report
  - View and Run Report
  - Export Report

USER ADMINISTRATION MODULE

The User Administration module is used by the MBN administrator group. This module provides the administrators the ability to create new user profiles, update user profiles, change passwords, search & view user profiles, DAL Performance Logs and create Roles. In addition, the administrators are also able to assign departments working for and change user security access levels which control which screens they can view.

Create User

The Create User screen provides the administrative users the ability to create new users for the MBN application (see Figure 1.8).

Figure 1.8 – Create New User

*Note: * indicates the field is required*

Step 1 – Administrator logs into MBN Inventory.
Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.
Step 3 – Click 'Create User' from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.
Step 4 – Enter the new User Id in the 'User Id' field (e.g. User name is John Doe the User Id is: jdoe – first initial of the First Name and Last Name without spaces).

- or -

Provide User ID in the 'User Id' field.

Step 5 – Enter the password in the 'Password' field

*Note: The password must be a '**strong**' password and contain at least seven (7) characters with one (1) capital letter, one (1) special character and one (1) number.*

Step 6 – Re-enter the same password in the 'Confirm Password' field.
Step 7 – Enter the users e-mail address in the 'E-mail' field.
Step 8 – Assign the user's Role by clicking on one of roles listed in the 'Role' field.

1. Add Asset – Adding of Assets
2. Admin – Administrator Access
3. Reports – View and Run of Reports
4. User – Default User

5. Supervisor – Supervisor user has access to many modules

Step 9 – Enter the user's Last Name in the 'Last Name' field.
Step 10 – Enter the user's First Name in the 'First Name' field.
Step 11 – Enter the user's Employee number (#) in the 'Employee #' field.
Step 12 – Enter the user's Department name in the 'Department' field.
Step 13 – Enter the user's office phone number in the 'Office Phone' field.
Step 14 – Click the 'Create User' button on the bottom right hand side of the screen.

Update User Profile

The Administrator Group is able to update user profiles using the 'Update User' screen (See Figure 1.9).

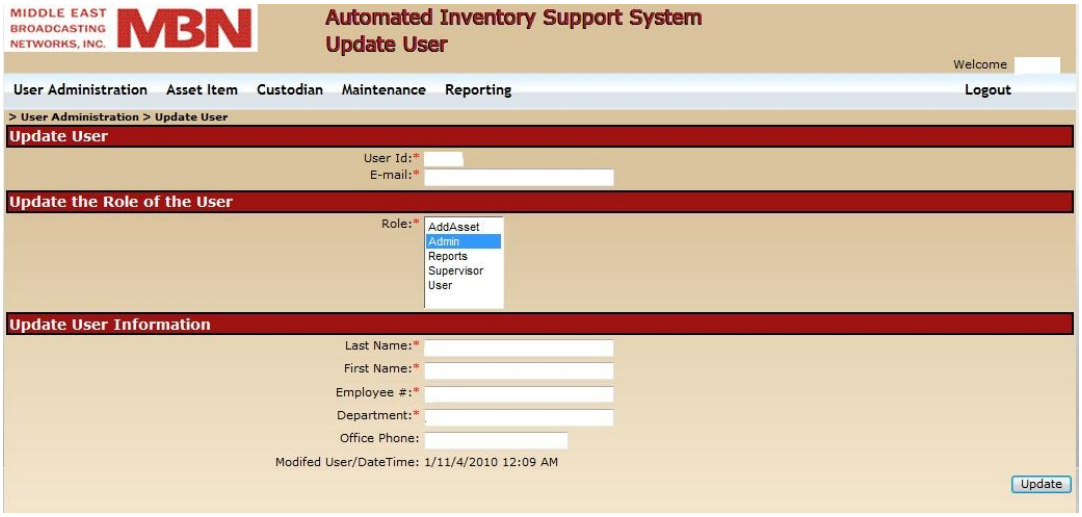


Figure 1.9 – Update User

Step 1 – Administrator logs into MBN Inventory.
Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.
Step 3 – Click 'Update User' from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.
Step 4 – The Administrator may enter new information for the following fields:
E-mail, Role, User Last Name, User First Name, Employee #, Department, Office Phone
Step 5 – Click the 'Update' button on the bottom right hand side of the screen.

Change Password

The Administrator Group and all MBN Inventory users are able to change passwords using the Change Password screen (see Figure 1.10).

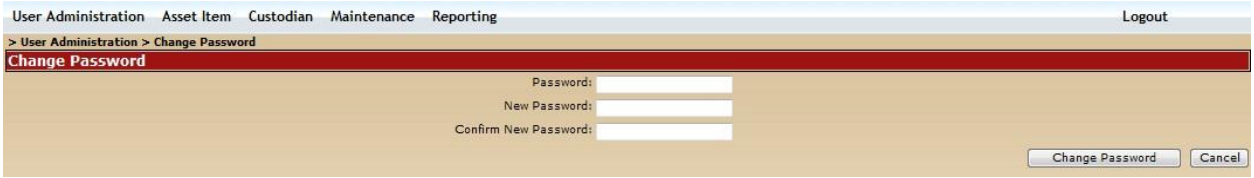


Figure 1.10 – Change Password Screen

Step 1 – Administrator or MBN user logs into MBN Inventory.
Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.
Step 3 – Click 'Change Password' from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.

Step 4 – The Administrator or MBN user must enter the current password in the 'Password' field.

*Note: The password must be a '**strong**' password and contain at least seven (7) characters with one (1) capital letter, one (1) special character and one (1) number.*

Step 5 – The Administrator or MBN user may enter a new password in the 'Password' field.

Step 6 – Re-enter the same password in the 'Confirm New Password' field.

Step 7 – Click the 'Change Password' button on the bottom right hand side of the screen.

User Search

The Administrator Group is able to search the MBN application for specific users using the User Search screen. This screen displays user information (See Figure 1.11):

Figure 1.11 – User Search

Step 1 – Administrator or MBN user logs into MBN Inventory.

Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.

Step 3 – Click 'User Search' from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.

The Administrator Group may perform the following functions:

1. Unlock user account
2. Check whether user is online or offline
3. Check user last logged in information
4. Reset the user password
5. Delete the user profile
6. Edit user profile like user role.

Unlock User Account

The Administrator users are able to determine if a particular user is currently online, locked out of the application or verify their last logged info into the application.

Note: If a user's password is reset then the application automatically sends an email to the user's email account on file.

Step 1 – Administrator user logs into MBN Inventory.

Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.

Step 3 – Click 'User Search' from the drop-down list under the 'Administration' option from the menu bar at the top of the screen. Click on 'Search' button to display the user search information.

If the user account is locked, click the ( ) icon to unlock the account.

How to Change User's Role

Step 1 – Click on pencil icon ( ) on the far right hand side of the user to change the role.

Step 2 – Select the new role from the list box in the 'Update the Role of the User' list for the user to change the role.

Step 3 – Click the 'Update' button on the Bottom Right hand side of the screen.

How to Reset User's Password

Step 1 – Click on the undo arrow ( ) on the far right hand side of the User to reset the password.

Step 2 – Click the 'OK' button on the pop up window.

Step 3 – Changed password will be displayed below section heading 'User Search Information' with the message "new password for the user 'xxxxx' (user name) is 'yyyyy' (password) an email also will be sent to his email address on file."

Note: An automatic email will be sent to the user with a temporary password.

Deleting a User's Profile

Step 1 – Click on the Delete icon ( ) on the far right hand side of the User profile to delete.

Step 2 – Click the 'OK' button on the pop up window.

DAL Performance Log

The Administrator Group has the ability to work on (DAL) Data Access Layer Performance Logs, Summary, and Reports information (See Figure 1.12):

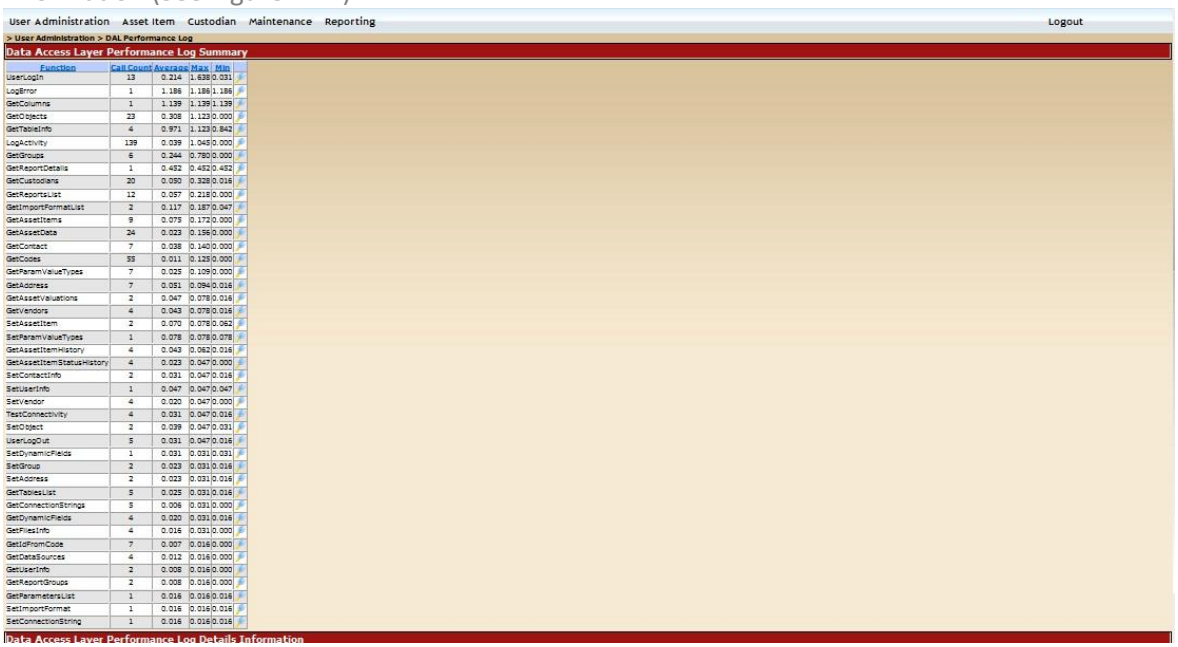


Figure 1.12 – Data Access Layer (DAL) Performance Log Summary

Step 1 – Administrator logs into MBN Inventory.

Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.

Step 3 – Click 'DAL Performance Log" from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.

View the DAL Performance Log

The Administrator user group can view the DAL performance log of the function user wish to intend to view the logs (See Figure 1.13):

Step 1 – Administrator logs into MBN Inventory.

Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.

Step 3 – Click 'DAL Performance Log" from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.

Data Access Layer Performance Log Details Information

User	Function	Date	Execution Time in sec
	UserLogIn	11/08/2010 01:01:00 AM	0.203

Figure 1.13 – View Data Access Layer (DAL) Performance Logs

Step 4 – Click on ( ) magnifying glass symbol to view the logs of the intended function. Once it is clicked the logs are displayed below the list of DAL Functions.

Create Role

The Administrator user group can create Role where a user can be assigned to the roles based on their user roles (See Figure 1.14):

Figure 1.14 – Create Roles Screen

Step 1 – Administrator logs into MBN Inventory.
Step 2 – Hover over the 'User Administration' option from the menu bar at the top of the screen.
Step 3 – Click on 'Create Role' from the drop-down list under the 'User Administration' option from the menu bar at the top of the screen.
Step 4 – Provide the New 'Role Name' and click on 'Add' button to add a new role to the existing application roles
Step 5 – Also Administrator can see the present Application Roles, Role Exists, Role used and Trash button.
Step 6 – Administrator can also delete the Application Role if required by clicking the trash icon of the 'Role' wish to delete.

ASSET ITEM MODULE

This module provides the ability to View Assets, Adding New Asset Items, Mass Assets, Asset Fields, Item Disposal, Item Depreciation, Transfer and Scan Asset Items.

View Assets

The View Assets screen provides the users the ability to search for Asset Items of the MBN application (see Figure 2.1). The user has many options to search the Asset items by providing various keywords under different available options like Bar Code, Description/Title, Category, Sub Category, Manufacturer/Publisher, Model #/Author, Serial #, Last Inventoried, Status, Condition, Room, Custodian, Student, PO #, PO Date, Purchase Price, Acquisition Method, Funding Source, Funding Agency, Program Assigned, Purchaser, Floor, Department, GL Codes and ISBN.

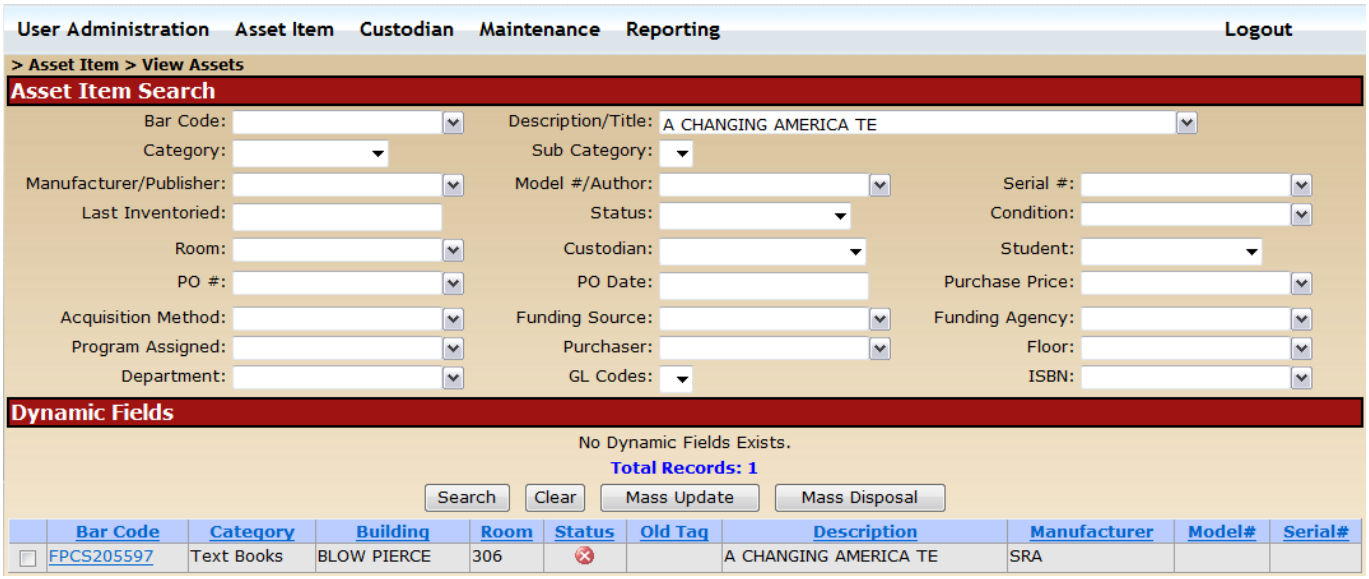


Figure 2.1 – View Assets

The user can search the MBN database for required Asset Item information by various ways. Either by selecting a value from the drop down list by clicking on the down arrow image or directly entering the text in the text box of the selected field. The user can then click on 'search' button in the screen and it will display a list of Asset items.

User can also search the information without entering any information in the available search option boxes and by clicking 'search' button the system will display the entire list of Asset items.

The user also has the ability to select the individual asset items for Mass Update or Mass Disposal

Asset Item search

User can search the Asset item information with the following steps:

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'View Assets' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – Click on down arrow beside the box of 'Bar Code' or' Description/Title' or 'Category' or 'Sub Category' or 'Manufacturer/Publisher' or 'Model #/Author' or 'Serial #' or 'Last Inventoried' or 'Status' or 'Condition' or 'Room' or 'Custodian' or 'Student' or 'PO #' or 'PO Date' or 'Purchase Price' or 'Acquisition Method' or 'Funding Source' or 'Funding Agency' or 'Program Assigned' or 'Purchaser' or 'Floor' or 'Department' or 'GL Codes' or

'ISBN' to select the text from the existing list or directly type the text in the drop down box and select the date where ever there is an option to select the date from the pop up calendar.

Step 5 – Enter values in the Dynamic Asset Fields

Step 6 – Click on search button in the middle of the screen below search options to display the search results.

New Asset Item

The New Asset screen provides the users the ability to Add New Asset Items to the MBN application (see Figure 2.2). The user has many options to enter the New Asset item information like Bar Code, Old Tag, Category, Manufacturer/Publisher, Model #/Author, Serial #/Copyright, Last Inventoried, Status, Condition, Room, Custodian, Student, Building/Location, Description/Title, Acquisition Method, Funding Source, Funding Agency, Program Assigned, Purchaser, Floor, Life Span, ISBN, Department, PO #, Rack, Bin, PO Date, Purchase Price, Current Value, Group Controlled, Quantity, Total Value, IT Asset, GL Code, Sub Category, Function, Notes and Comments.

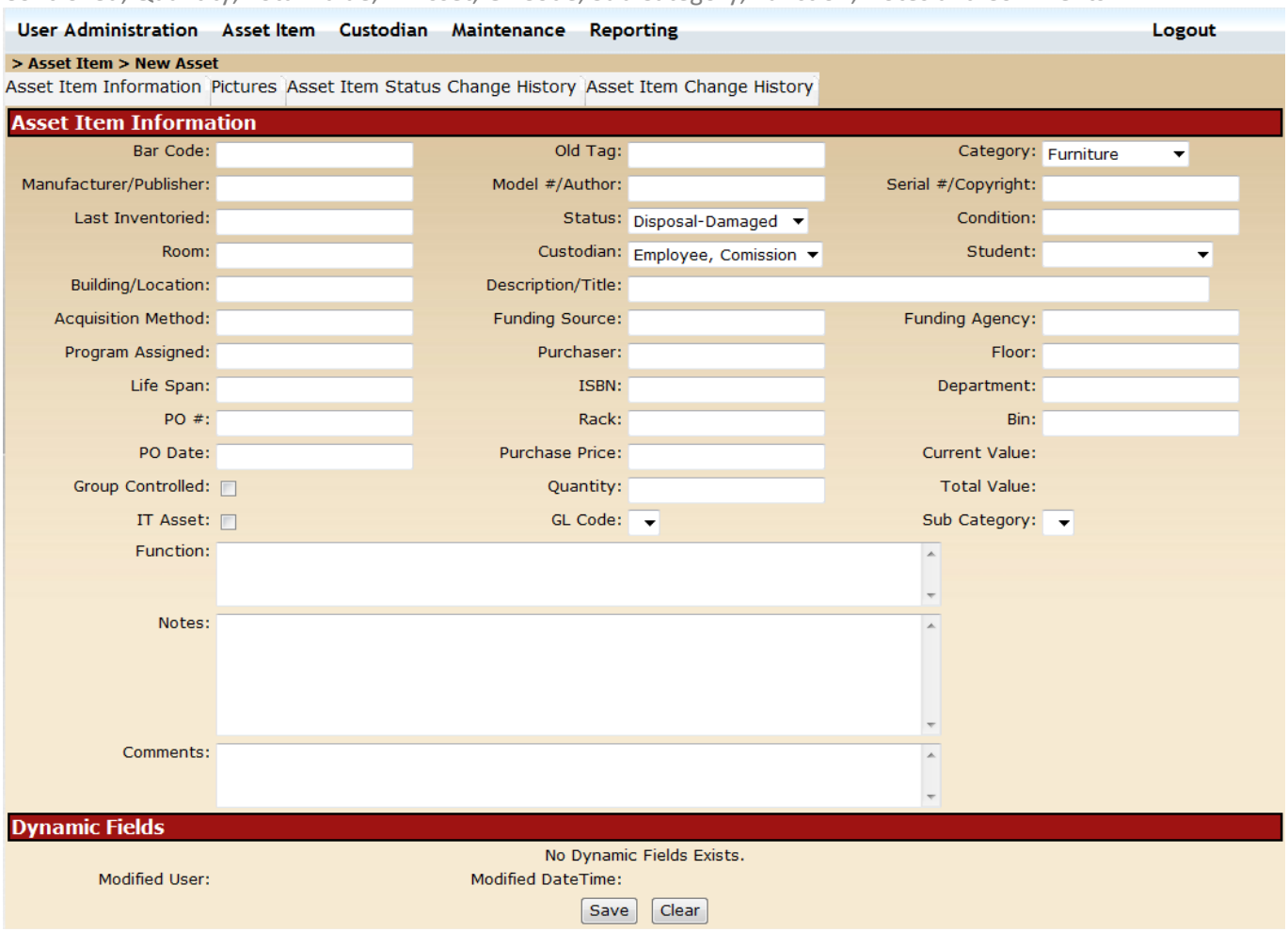


Figure 2.2 – Adding New Asset Info Screen

Adding New Asset Item

User can add the New Asset item information.

Step 1 – User logs into MBN Inventory.

Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.

Step 3 – Click 'New Asset' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.

Step 4 – By default the user will be in 'Asset Item information' tab. User may enter all the necessary information to fill the text boxes like Bar Code, Old Tag, Category, Manufacturer/Publisher, Model #/Author, Serial #/Copyright, Last Inventoried, Status, Condition, Room, Custodian, Student, Building/Location, Description/Title, Acquisition Method, Funding Source, Funding Agency, Program Assigned, Purchaser, Floor, Life Span, ISBN, Department, PO #, Rack, Bin, PO Date, Purchase Price, Current Value, Group Controlled, Quantity, Total Value, IT Asset, GL Code, Sub Category, Function Notes and Comments in the Asset information Tab.

Step 5 – Enter values in the Dynamic Asset Fields

Step 6 – Click on save button which is at the bottom of the 'Asset Item Information' window to add the New Asset Item to MBN Inventory.

Step 7 – After saving the New Asset Item Information click on 'Pictures' tab to add the pictures of the New Asset Item OR click on 'Asset Item Status Change History' to view the New Asset Item status change history OR click on 'Asset Item Change History' to view the Asset item change history.

Mass Assets

The Mass Asset screen provides the users the ability to Add/Update Mass Asset Items to the MBN application (see Figure 2.3). The user has many options to enter the Mass Asset item information like Bar Code Prefix, Bar Code Range, -To-, Old Tag, Category, Manufacturer/Publisher, Model #/Author, Serial #/Copyright, Last Inventoried, Status, Condition, Room, Custodian, Student, Building/Location, Description/Title, Acquisition Method, Funding Source, Funding Agency, Program Assigned, Purchaser, Floor, Life Span, ISBN, Department, PO #, Rack, Bin, PO Date, Purchase Price, Current Value, Group Controlled, Quantity, Total Value, IT Asset, GL Code, Sub Category, Function, Notes and Comments.

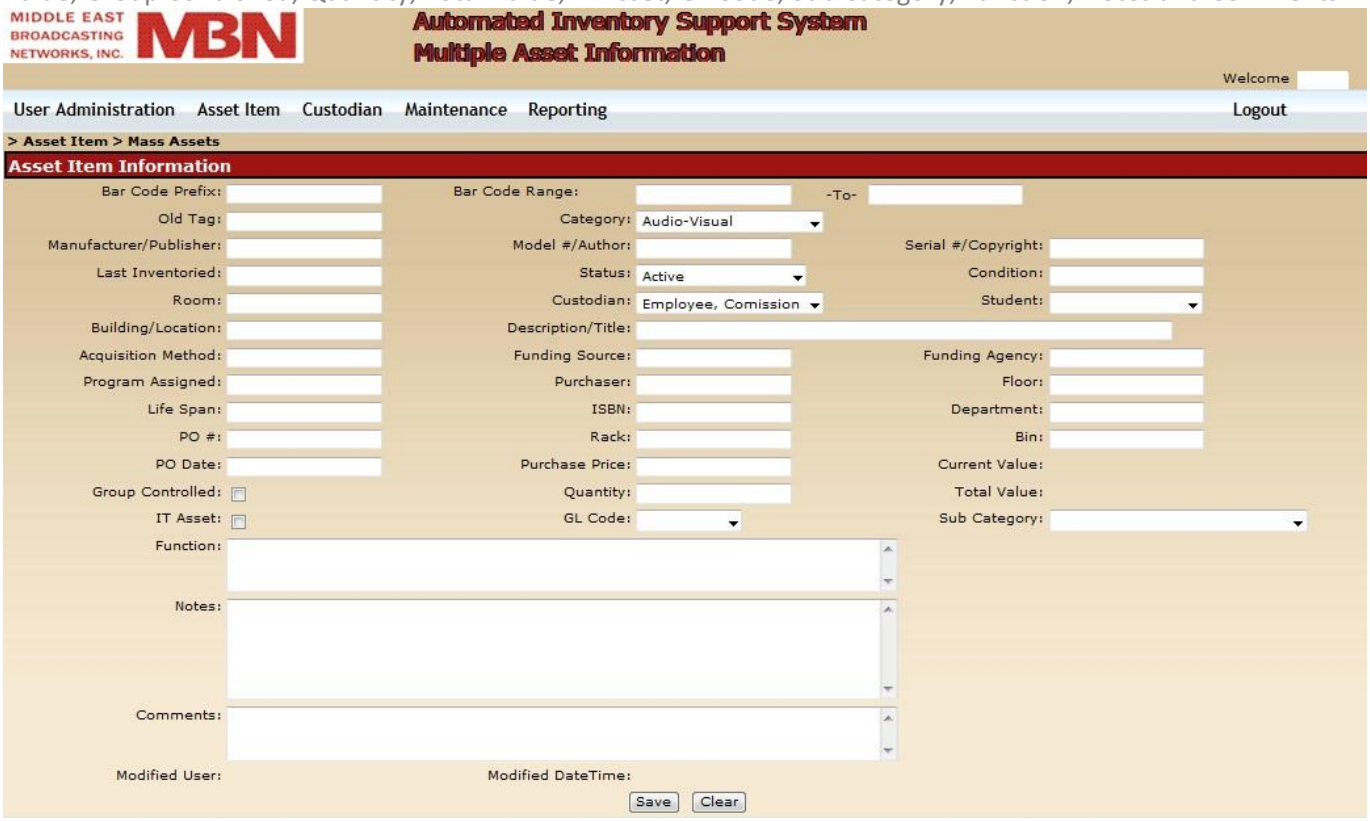


Figure 2.3 – Adding Mass Asset Info Screen

User can add the Mass Asset item information.

Step 1 – User logs into MBN Inventory.

Step 2 – Hover over the 'Mass Item' option from the menu bar at the top of the screen.

Step 3 – Click 'Mass Asset' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.

Step 4 – In the Asset Information section User may enter all the necessary information to fill the information like Bar Code Prefix, Bar Code Range, To, Old Tag, Category, Manufacturer/Publisher, Model #/Author, Serial #/Copyright, Last Inventoried, Status, Condition, Room, Custodian, Student, Building/Location, Description/Title, Acquisition Method, Funding Source, Funding Agency, Program Assigned, Purchaser, Floor, Life Span, ISBN, Department, PO #, Rack, Bin, PO Date, Purchase Price, Current Value, Group Controlled, Quantity, Total Value, IT Asset, GL Code, Sub Category, Function, Notes and Comments in the Asset information Tab.

Step 5 – Enter values in the Dynamic Asset Fields

Step 6 – Click on save button which is at the bottom of the 'Asset Item Information' window to add the Mass Asset Item to MBN Inventory.

Asset Fields

The Asset Fields screen provides the users the ability to search Asset Field Items in the MBN application (see Figure 2.4).

Figure 2.4 – Asset Field Search Screen

User can search Asset Fields for information.

Step 1 – User logs into MBN Inventory.

Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.

Step 3 – Click 'Asset Fields' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.

Step 4 – In the Asset Fields search page, user can either enter name of the 'Field' and select the Field 'Type' like 'String' or 'Big Integer' or 'Integer' or 'Small Integer' or 'Tiny Integer' or 'Small Money' or 'Money' or 'Numeric' or 'Decimal' or 'Float' or 'Real' or 'Boolean' or 'Date Time' or 'Small Date Time' or 'Foreign Key' and then click 'Search' button to display the search results. User can also just click on 'Search' button without selecting 'Field Name' or 'Field Type' to display the entire search results.

New Asset Item Fields

The New Asset Item Field screen provides the users the ability to Add Asset Item Fields in the MBN application dynamically (see Figure 2.5).

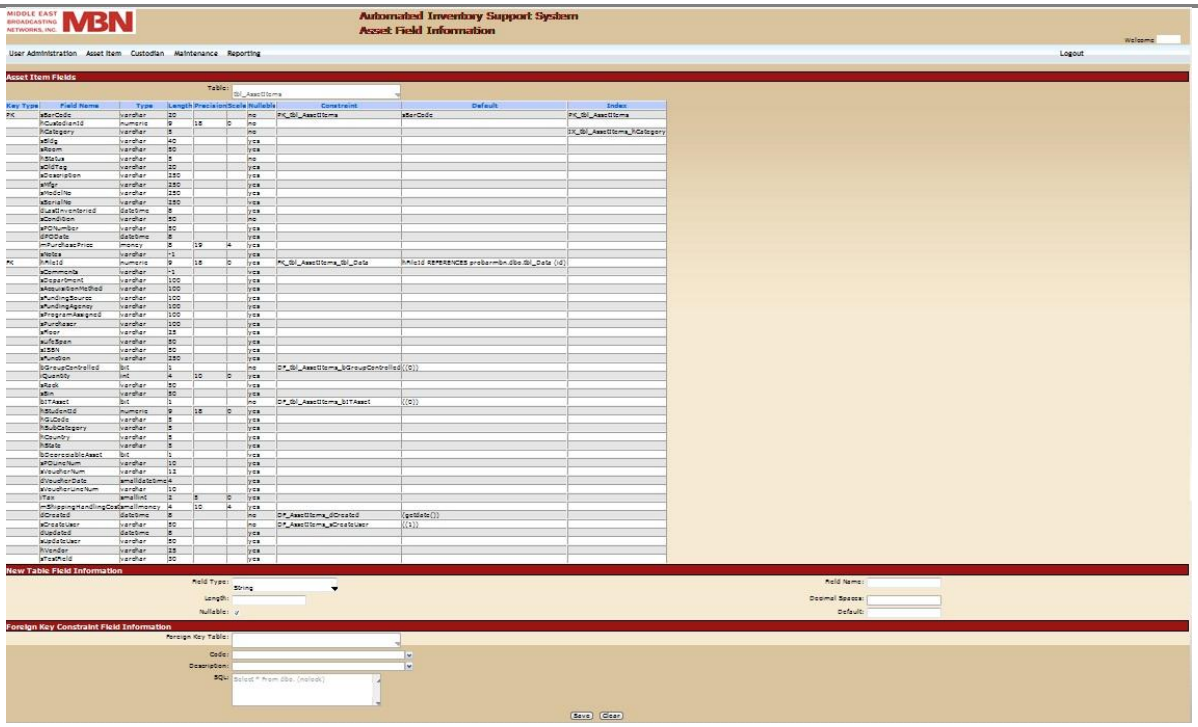


Figure 2.5 – New Asset Item Field Screen

Adding New Asset Item Fields:

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'Asset Fields' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – Click 'New' link in the 'Asset Fields Details New' section heading and a new screen is display with the section headings 'Asset Item Fields', 'New Table Field Information' and 'Foreign Key Constraint Field Information'
Step 5 – User can check the static fields defined along with data types of asset item table like 'Key Type', 'Field Name', 'Type', 'Length', 'Precision', 'Scale', 'Nullable', 'Constraint', 'Default' and 'Index' before creating a dynamic field in the section heading 'Asset Item Fields'
Step 6 – User has to enter New Field information in the section heading 'New Table Field Information' with required information like 'Field Type' (String, Big Integer, Integer, Small Integer, Tiny Integer, Small Money, Money, Numeric, Decimal, Float, Real, Boolean, Date Time, Small Date Time and Foreign Key), 'Field Name', 'Length', 'Decimal Places', 'Nullable', 'Default' Values and click 'Save' button to save new field into the MBN Inventory database.
Step 7 – If user wants to define a foreign key constraint to the new asset item field, then user has to select Foreign Key from 'Field Type' in the section heading 'New Table Field Information' and provide the necessary information like 'Field Name' & 'Nullable' option and select the 'Foreign Key Table', 'Code' and 'Description' in the section heading 'Foreign Key Constraint Field Information'. Once required information is provided the SQL query is automatically generated in the 'SQL' box and click on 'Save' button to save the new asset item field information to the MBN inventory database OR click 'clear' button to clear the fields.

Item Disposal Module

The Item Disposal Screen provides the users the ability to Track and add the Items Disposal in the MBN application (see Figure 2.6).

Figure 2.6 – Item Disposal

Viewing of Asset Item Disposal

User can view the Asset item disposal information by performing following steps:

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'Item Disposal' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – User will get a link under the head 'ID' and number of items disposal under count. Click on the link to view the item disposal information in detail.

Note: User will get this disposal list only if there are already any asset items listed under Asset Item Disposal List. Else, user will just get a 'New Report' button under the section heading 'Asset Item Disposal List' to create new Asset Item Disposal List.

Step 5 – Item disposable information is shown in table format with the headings Asset Tag, Description, Status, Model Number, Serial Number, Date Acquired, and Book Value. Every item disposal will have a link (drill down) under the head Asset tag; click the link to see the detailed information of the item in the item disposal list.

Adding Item Disposal

User can add the Asset item disposal information by performing following steps:

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'Item Disposal' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – User will get a 'New Report' button below section heading. Click on the 'New Report' button to add the item disposal information.
Step 5 – A drop down list for Bar Code will appear, click on down arrow to select the bar code from the existing list of bar code numbers or directly type the bar code number and click on 'add' button.
Step 6 – Next screen will show the Asset Item information which is under 'Asset Item Disposal Details'.
Step 7 – Click on (w) symbol beside 'close' button to open 'Property Disposal Form' in MS word application where the user has to proceed with the procedure related to Property disposal by taking the approval of necessary department heads like Manager, Head, Facilities etc. for maintaining the record.
Step 8 - Click on 'Update' button to update the Asset item to the list of 'Item Disposal' or close to cancel the operation.

Updating Mass Asset Item Disposal

User can dispose of multiple Asset items by performing following steps:
Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'View Assets' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – Click on down arrow beside the box of 'Bar Code' or' Description/Title' or 'Category' or 'Sub Category' or 'Manufacturer/Publisher' or 'Model #/Author' or 'Serial #' or 'Last Inventoried' or 'Status' or 'Condition' or 'Room' or 'Custodian' or 'Student' or 'PO #' or 'PO Date' or 'Purchase Price' or 'Acquisition Method' or 'Funding

Source' or 'Funding Agency' or 'Program Assigned' or 'Purchaser' or 'Floor' or 'Department' or 'GL Codes' or 'ISBN' to select the text from the existing list or directly type the text in the drop down box and select the date where ever there is an option to select the date from the pop up calendar.

Step 5 – Enter values in the Dynamic Asset Fields

Step 6 – Click on search button in the middle of the screen below search options to display the search results.

Step 7 – Click on the checkbox next to each of the asset items that needs to be selected for mass disposal

Step 8 – Click on the Mass Disposal button

Step 9 – the system redirects to the Mass Item Disposal screen (see Figure 2.7)

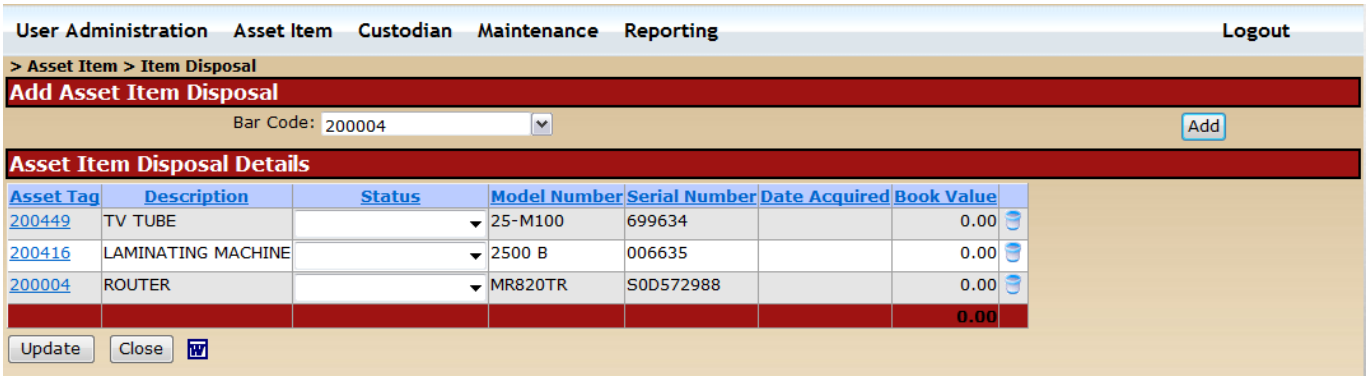


Figure 2.7 – Mass Item Disposal

Item Depreciation

The 'Item Depreciation' Screen provides the users the ability to provide the Asset Depreciation rates for the categories for seven depreciation periods/time in the MBN application (see Figure 2.8).

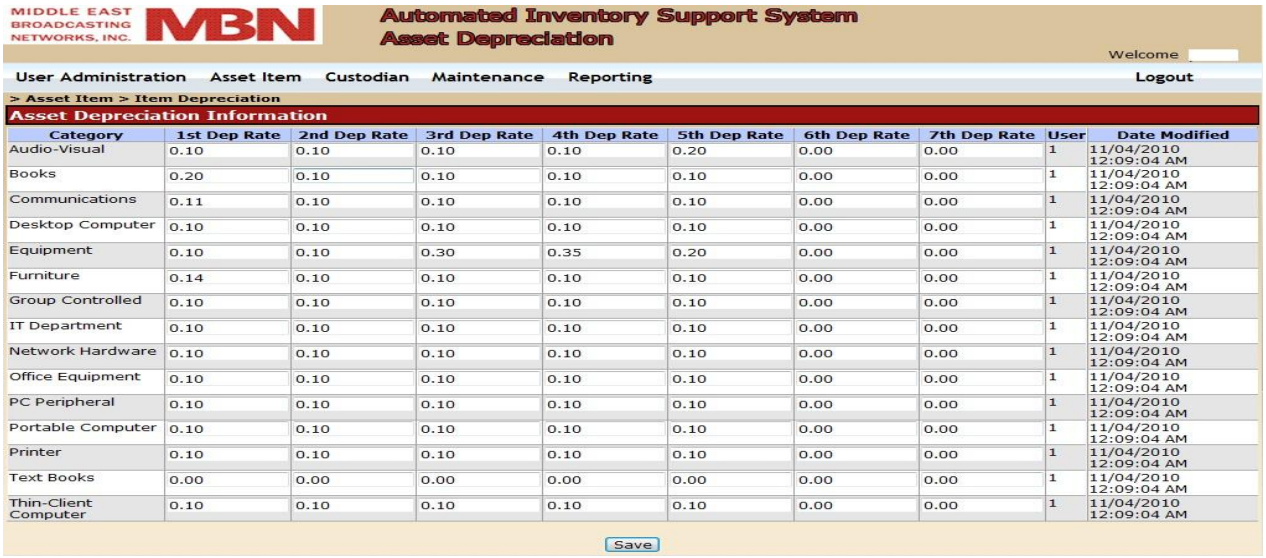


Figure 2.8 – Item Depreciation

Step 1 – User logs into MBN Inventory.

Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.

Step 3 – Click 'Item Depreciation' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.

Step 4 – User will get a table for list of category and depreciation rate for seven periods / time. User needs to provide the rate for the required depreciation period / time and then click on 'save' button to update the MBN Inventory.

Note: If depreciation value for a combination of category and subcategory are not defined then the system defaults the values for the depreciation value for a defined category.

Transfer

The 'Transfer' Screen provides the users the ability to transfer Asset items between students and teachers (see Figure 2.9).

Figure 2.9 – Item Transfer

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'Transfer' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – Click the down arrow to select the Bar Code of the Asset item from the list of Drop down box or directly type the barcode and click on 'add' button.
Step 5 – The Transfer Asset item information is displayed in table format, click the radio button beside student if you wish to transfer the item to student, if you wish to transfer to teacher then click on the teacher radio button and select the person that these asset items are going to be transferred.
Step 6 – To view the Transfer Asset item information user can click on the barcode link (drill down) under the asset tag column to view the detailed information of the Transfer Asset Item.
Step 7 – Click on Update button to complete the transfer.

Scan Asset Items

The 'Scan Asset Items' screen provides the users the ability to upload the scanned Asset items file (see Figure 2.10)

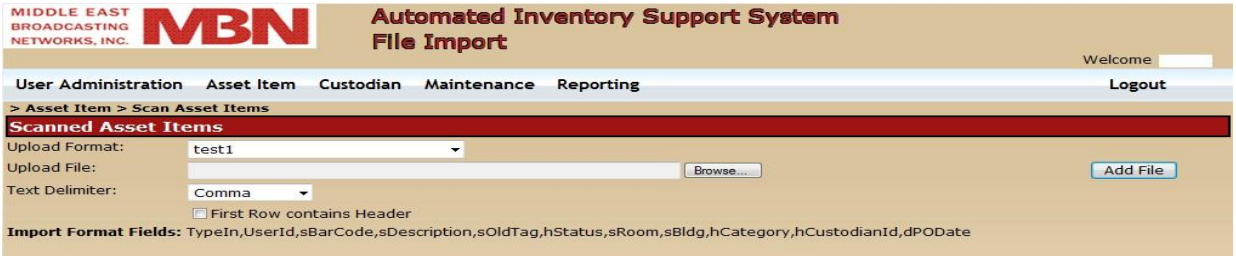


Figure 2.10 – Scan Asset Items

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Asset Item' option from the menu bar at the top of the screen.
Step 3 – Click 'Scan Asset Items' from the drop-down list under the 'Asset Item' option from the menu bar at the top of the screen.
Step 4 – Click on 'Browse' button, select the student file and click on ok.
Step 5 – Select file Upload Format and Select the Text Delimiter options if the uploading file has the Comma, pipe, Semi column and Tab
Step 6 – Click the checkbox if the uploading file has the header in the First row.

Step 7 – Click on 'Add File' button to add the students list to MBN Inventory.

Note: Please check the option 'First Row contains Header' if the student file is having the header in the first row and select appropriate option for 'Text Delimiter' like comma, pipe, semicolon and tab.

CUSTODIAN Module

This module provides the ability to View Custodians, create New Custodians and import Students information file.

View Custodians

The 'Custodians' Screen provides the users the ability to view the list of custodians (see Figure 3.1).

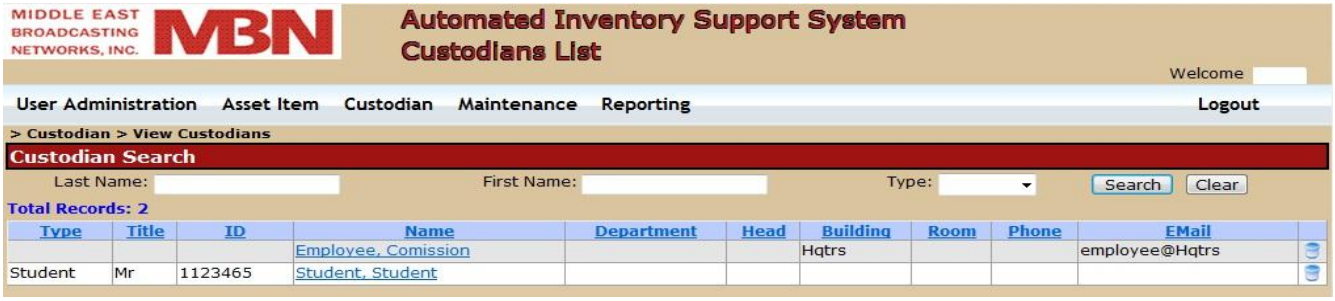

MIDDLE EAST BROADCASTING NETWORKS, INC.
MBN
Automated Inventory Support System
Custodians List
Welcome
User Administration Asset Item Custodian Maintenance Reporting Logout
> Custodian > View Custodians
Custodian Search
Last Name: First Name: Type: Search Clear
Total Records: 2
Type Title ID Name Department Head Building Room Phone EMail
Employee, Comission Hqtrs employee@Hqtrs
Student Mr 1123465 Student, Student

Figure 3.1 – Custodians List

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Custodian' option from the menu bar at the top of the screen.
Step 3 – Click 'View Custodians' from the drop-down list under the 'Custodians' option from the menu bar at the top of the screen.
Step 4 – User will have the options to search the custodians either by their 'Last Name', 'First Name', or by 'Type' – Teacher or student. Else, user can leave all the fields blank and click on search button to list the entire list of students and teacher custodians. Click on 'Search' button.
Step 5 –User receives the screen with list of custodian information in table format with many fields. However, user can see the details of the particular custodian by clicking the name of custodian in the 'name' column.
Step 6 – Click 'clear' button to go back to custodian search.

New Custodian

The 'New Custodian' screen provides the users the ability to create a new custodian (see Figure 3.2).

Figure 3.2 – New Custodian Screen

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Custodian' option from the menu bar at the top of the screen.
Step 3 – Click 'New custodian' from the drop-down list under the 'Custodians' option from the menu bar at the top of the screen.
Step 4 – User will get several options to enter the details of the New Custodian like Title, Last Name, First Name, Department, Department Head, Building, Room, Phone, Email, Type, ID Number and Save and Clear Buttons.

Step 5 – Enter all the relevant information of new custodian and click on 'Save' button to update the MBN Inventory.
Step 6 – Click 'clear' button to clear all the fields which are entered.

Students Import

The 'Students Import' screen will provide the users the ability to import the list of students into the MBN Inventory (see Figure 3.3)

Figure 3.3 – Students Import

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Custodian' option from the menu bar at the top of the screen.
Step 3 – Click 'Students Import' from the drop-down list under the 'Custodian' option from the menu bar at the top of the screen.
Step 4 – Click on 'Browse' button, select the student file and click on ok.
Step 5 – Select file Upload Format and Select the Text Delimiter options if the uploading file has the Comma, pipe, Semi column and Tab
Step 6 – Click the checkbox if the uploading file has the header in the First row.
Step 7 – Click on 'Add File' button to add the students list to MBN Inventory.

Note: Please check the option 'First Row contains Header' if the student file is having the header in the first row and select appropriate option for 'Text Delimiter' like comma, pipe, semicolon and tab.

MAINTENANCE Module

This module provides the ability to View Categories, View Sub Categories, View Statuses, View GL Codes, View Vendor Types, View Address Types, View Contact Types, Import Format, Field Mappings and Vendors.

View Categories/SubCategories/Statuses/GL Codes/Vendor Types/Address Types/Contact Types

The 'View Categories' screen will provide the users the ability to View and create Description like category types for Address Type, Category, Contact Type, Country, Custodian, File Types, GL Codes, State, Status, Sub Category and Vendor Type(see Figure 4.1)

MIDDLE EAST BROADCASTING NETWORKS, INC.
MBN
Automated Inventory Support System
Code Maintenance
Welcome
User Administration
Asset Item
Custodian
Maintenance
Reporting
Logout
> Maintenance > View Categories
Codes
Category
Category Type Description Delete User Date Modified
Category AV Audio-Visual 1 11/04/2010 12:09:02 AM
Category BKS Books 1 11/04/2010 12:09:02 AM
Category COMM Communications 1 11/04/2010 12:09:02 AM
Category DC Desktop Computer 1 11/04/2010 12:09:02 AM
Category EQPT Equipment 1 11/04/2010 12:09:02 AM
Category FURN Furniture 1 11/04/2010 12:09:02 AM
Category GC Group Controlled 1 11/04/2010 12:09:02 AM
Category IT IT Department 1 11/04/2010 12:09:02 AM
Category NH Network Hardware 1 11/04/2010 12:09:02 AM
Category OEQPT Office Equipment 1 11/04/2010 12:09:02 AM
Category PCP PC Peripheral 1 11/04/2010 12:09:02 AM
Category PC Portable Computer 1 11/04/2010 12:09:02 AM
Category PRNT Printer 1 11/04/2010 12:09:02 AM
Category TB Text Books 1 11/04/2010 12:09:02 AM
Category TCC Thin-Client Computer 1 11/04/2010 12:09:02 AM
Category
Category
Category
Save

Figure 4.1 – View Categories, Subcategories, Status, File Types, GL Codes, Vendor Type, Contact Type, Address Type

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Maintenance' option from the menu bar at the top of the screen.
Step 3 – Click 'View Categories' or 'View Sub Categories' or 'View Statuses' or 'View GL Codes' or 'View Vendor Types' or 'View Address Types' or 'View Contact Types' from the drop-down list under the 'Maintenance' option from the menu bar at the top of the screen.
Step 4 – The information related to 'Category' or 'Sub Category' or 'Statuses' or 'GL Codes' or 'Vendor Types' or 'Address Types' or 'Contact Types' is displayed in table format according to the option selected and user can delete the existing 'Category' or add a new 'Category'.
Step 5 – If the user wants to delete one of the 'Category' or ' Sub Category' or 'Statuses' or 'GL Codes' or 'Vendor Types' or 'Address Types' or 'Contact Types' type, click on check box to check the option beside the 'category' or 'Statuses' or 'GL Codes' or 'Vendor Types' or 'Address Types' or 'Contact Types' type user wish to delete and click on 'Save' button at the bottom of the table.
Step 6 – To create a new 'Category' or 'Sub Category' or 'Statuses' or 'GL Codes' or 'Vendor Types' or 'Address Types' or 'Contact Types' enter new information in the blank fields of 'Type' and 'Description' and click on 'Save' button at the bottom of the table.

Import Format

This module provides the option to view, delete and create Import Format using fields of various tables (See Figure 4.2):

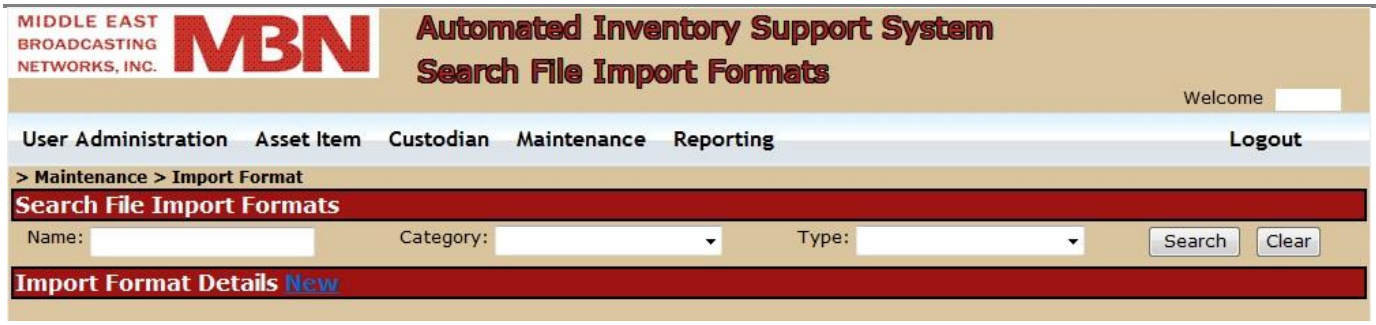
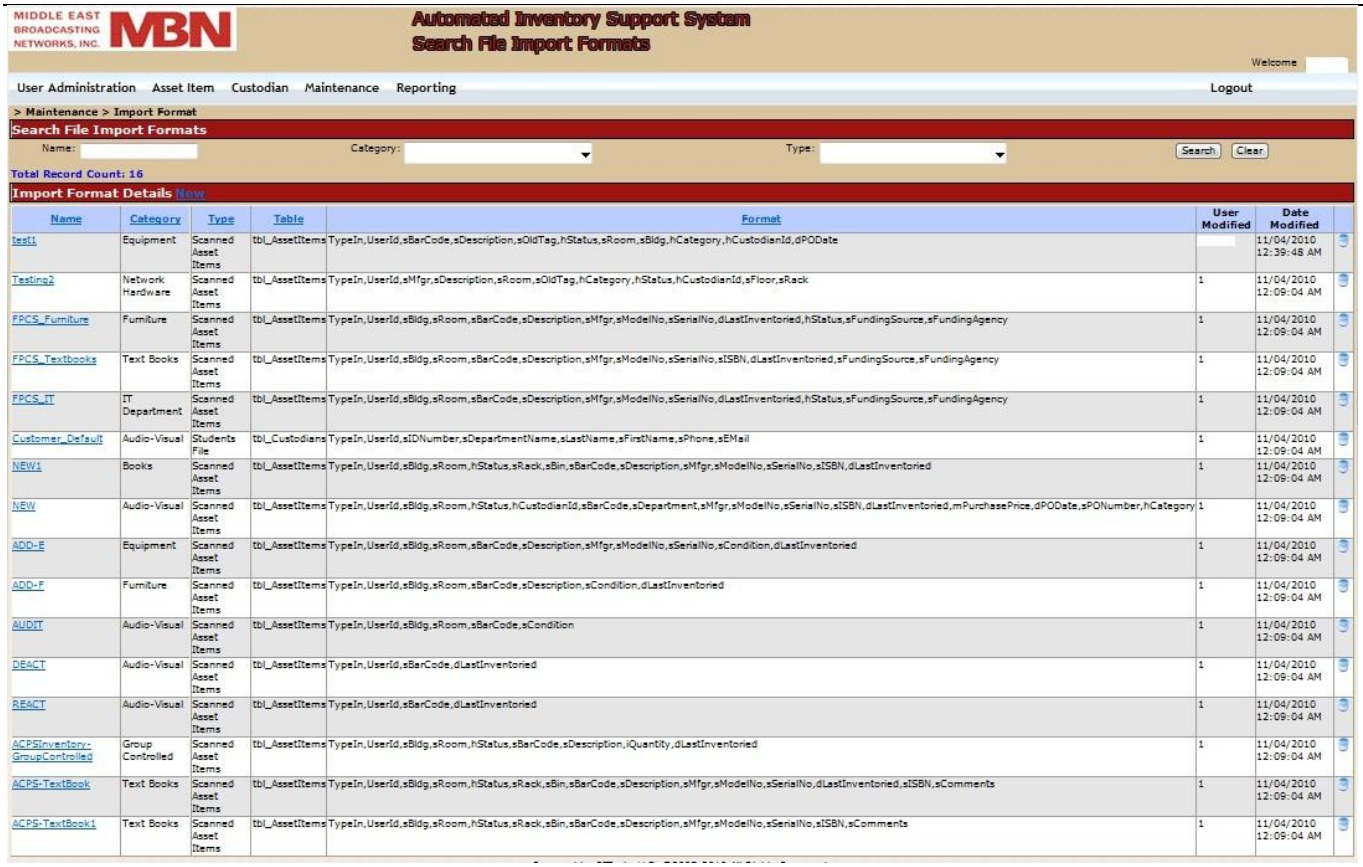


Figure 4.2 – Import Format Screen view

Step 1 – User logs into MBN Inventory
Step 2 – Hover over the 'Maintenance' option from the menu bar at the top of the screen
Step 3 – Click on 'Import Format' under Maintenance, Import Format Screen will be displayed (see figure 4.2)

Search File Import Formats



Name	Category	Type	Table	Format	User Modified	Date Modified
test1	Equipment	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBarCode,sDescription,sOldTag,hStatus,sRoom,sBldg,hCategory,hCustodianId,dPODate		11/04/2010 12:39:48 AM
Testing2	Network Hardware	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sMfgr,sDescription,sRoom,sOldTag,hCategory,hStatus,hCustodianId,sFloor,sRack	1	11/04/2010 12:09:04 AM
FPCS_Furniture	Furniture	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,dLastInventoried,hStatus,sFundingSource,sFundingAgency	1	11/04/2010 12:09:04 AM
FPCS_Textbooks	Text Books	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,sISBN,dLastInventoried,sFundingSource,sFundingAgency	1	11/04/2010 12:09:04 AM
FPCS_IT	IT Department	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,dLastInventoried,hStatus,sFundingSource,sFundingAgency	1	11/04/2010 12:09:04 AM
Customer_Default	Audio-Visual	Students File	tbl_Custodians	TypeIn,UserId,sIDNumber,sDepartmentName,sLastName,sFirstName,sPhone,sEMail	1	11/04/2010 12:09:04 AM
NEW1	Books	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,hStatus,sRack,sBin,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,sISBN,dLastInventoried	1	11/04/2010 12:09:04 AM
NEW	Audio-Visual	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,hStatus,hCustodianId,sBarCode,sDepartment,sMfgr,sModelNo,sSerialNo,sISBN,dLastInventoried,mPurchasePrice,dPODate,sPONumber,hCategory	1	11/04/2010 12:09:04 AM
ADD-E	Equipment	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,sCondition,dLastInventoried	1	11/04/2010 12:09:04 AM
ADD-F	Furniture	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sDescription,sCondition,dLastInventoried	1	11/04/2010 12:09:04 AM
AUDIT	Audio-Visual	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,sBarCode,sCondition	1	11/04/2010 12:09:04 AM
DEACT	Audio-Visual	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBarCode,dLastInventoried	1	11/04/2010 12:09:04 AM
REACT	Audio-Visual	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBarCode,dLastInventoried	1	11/04/2010 12:09:04 AM
ACPSInventory-GroupControlled	Group Controlled	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,hStatus,sBarCode,sDescription,iQuantity,dLastInventoried	1	11/04/2010 12:09:04 AM
ACPS-TextBook	Text Books	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,hStatus,sRack,sBin,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,dLastInventoried,sISBN,sComments	1	11/04/2010 12:09:04 AM
ACPS-TextBook1	Text Books	Scanned Asset Items	tbl_AssetItems	TypeIn,UserId,sBldg,sRoom,hStatus,sRack,sBin,sBarCode,sDescription,sMfgr,sModelNo,sSerialNo,sISBN,sComments	1	11/04/2010 12:09:04 AM

Figure 4.3 – Search File Import Formats Screen

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Maintenance' option from the menu bar at the top of the screen.
Step 3 – Click on 'Import Format' under Maintenance, Import Format Screen will be displayed.
Step 4 – Type File format 'Name' or Select 'Category' or select 'Type' of file then click on 'Search' Button to display the search results (see figure 4.3)
Step 5 – To view the details of the file click on the file name under the column head 'Name'

Step 6 – To delete the File Import Format click on the trash icon user which to delete the file and click confirm on next screen whether you are sure to delete the file 'Yes ' or 'No'.

File Import Formats

Figure 4.4 – File Import Format Screen

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Maintenance' option from the menu bar at the top of the screen
Step 3 – Click on 'Import Format' under Maintenance, Import Format Screen will be displayed
Step 4 – Click on 'New' click in the section Heading 'Import Format Details'
Step 5 – In the Next screen (see figure 4.4) provide File 'Format Name'
Step 6 – Select the 'Category Name' user wish to create new import format from drop down list
Step 7 – Select the table Name to load the column / field names into the 'Available Fields' list box from drop down list
Step 8 – Add or Remove the fields from 'Available Fields' List box to 'Selected Fields' List box using 'Left' and 'Right' arrows
Step 9 – Sort the fields in the 'Selected Fields' list box to the required order using 'Up' and 'Down' arrows
Step 10 – Click 'Save' button to save the info to database or click on 'Clear' button to clear the fields and redo the work.

Field Mappings

This module provides the option to view, delete, create and map the fields to various tables (See Figure 4.5):

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Maintenance' option from the menu bar at the top of the screen
Step 3 – Click on 'Field Mappings' under Maintenance, Field Mappings Screen will be displayed
Step 4 – The Screen will display the field mappings for Source, Destination, SQL command and option to delete field mapping.
Step 5 – User can Create, edit the field mappings as per requirement and click on 'Save' button to save the field mapping
Step 6 – If the users wish to delete the existing field mappings, check the check box of the field mapping user wish to delete and click on 'Save' button to save the new settings.

Figure 4.5 – Field Mappings

Cat-SubCat Mapping

This module provides the option to add subcategories for various categories (See Figure 4.6):

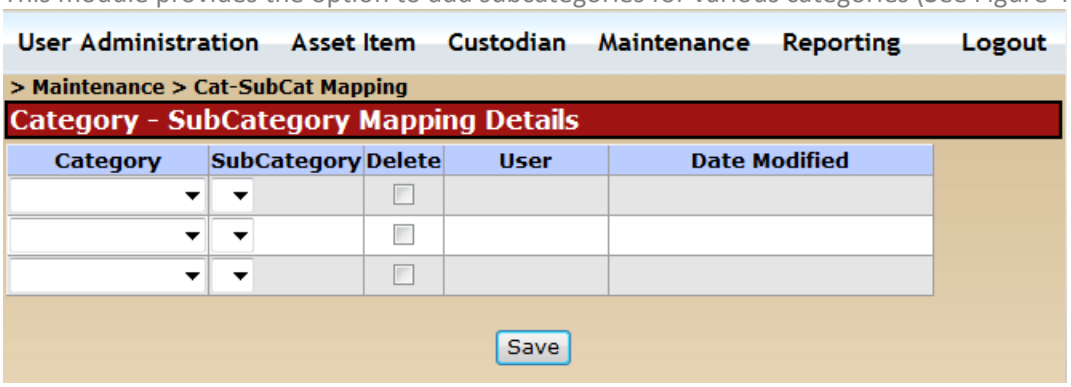


Figure 4.6 – Category-Subcategory Mappings

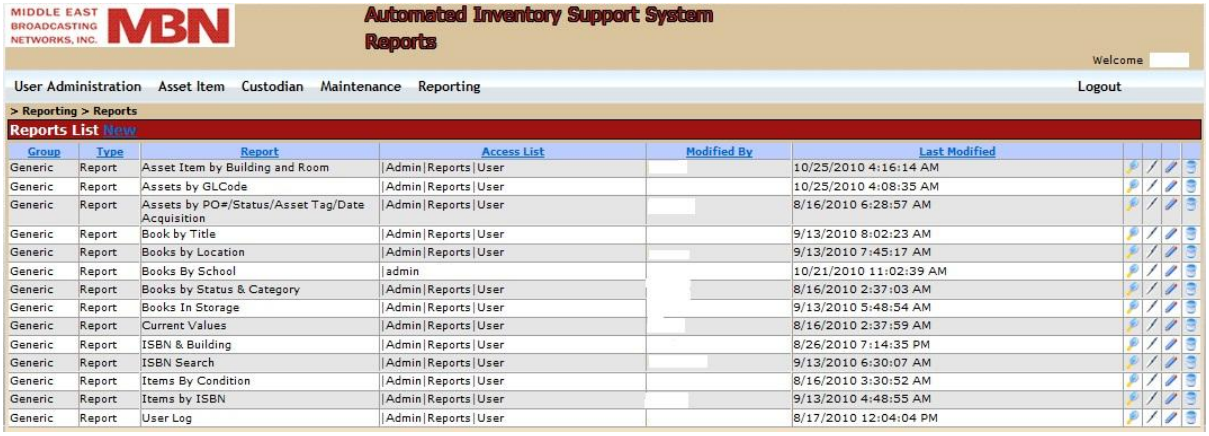
REPORTING Module

The Reporting module is used for creating and running various reports by users of MBN Inventory. This module provides the ability to:

a) View, Edit and Create Reports
b) View, Edit and Create Parameters
c) View, Edit and Create Report columns
d) View, Edit and Create New Connection Strings

View Reports

The 'Report List' screen will provide the users the ability to Run, Admin Edit, Edit and delete reports list. However, only the Admin Group Users will have the access for Admin Edit, Edit and Delete options (see Figure – 5.1).



Group	Type	Report	Access List	Modified By	Last Modified
Generic	Report	Asset Item by Building and Room	|Admin|Reports|User		10/25/2010 4:16:14 AM
Generic	Report	Assets by GLCode	|Admin|Reports|User		10/25/2010 4:08:35 AM
Generic	Report	Assets by PO#/Status/Asset Tag/Date Acquisition	|Admin|Reports|User		8/16/2010 6:28:57 AM
Generic	Report	Book by Title	|Admin|Reports|User		9/13/2010 8:02:23 AM
Generic	Report	Books by Location	|Admin|Reports|User		9/13/2010 7:45:17 AM
Generic	Report	Books By School	|admin		10/21/2010 11:02:39 AM
Generic	Report	Books by Status & Category	|Admin|Reports|User		8/16/2010 2:37:03 AM
Generic	Report	Books In Storage	|Admin|Reports|User		9/13/2010 5:48:54 AM
Generic	Report	Current Values	|Admin|Reports|User		8/16/2010 2:37:59 AM
Generic	Report	ISBN & Building	|Admin|Reports|User		8/26/2010 7:14:35 PM
Generic	Report	ISBN Search	|Admin|Reports|User		9/13/2010 6:30:07 AM
Generic	Report	Items By Condition	|Admin|Reports|User		8/16/2010 3:30:52 AM
Generic	Report	Items by ISBN	|Admin|Reports|User		9/13/2010 4:48:55 AM
Generic	Report	User Log	|Admin|Reports|User		8/17/2010 12:04:04 PM

Figure 5.1 – Reports List

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Reports list is displayed with the options to Run, Admin Edit, Edit and delete report.

a) Run option ( ) is shown with magnifying glass symbol. This run option is used to run the specific report to execute. A Report User or Administrator user Group can use this option.
b) Admin Edit option ( ) is shown with pen symbol. This Admin Edit option is used to Edit the Report Details, SQL Details and create New SQL Details, Report Properties, assign Roles to Report and Edit & add new columns. Only Admin Group Users can perform this task.
c) Edit option ( ) is shown with pencil symbol. This Edit option is used to edit the Report Details, Assign Roles to Report, Report properties and command details. Only Admin Group Users can perform this task.
d) Delete option ( ) is shown with trash icon symbol. This delete option is used to delete the report selected. Only Admin Group Users can perform this task.

Run Reports

A Report user or Administrator Users can run the Report.

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Reports list is displayed with the options to Run, Admin Edit, Edit and delete report.

Step 5 – Click on 'run' ( ) magnifying glass icon option to execute the report.
Step 6 – Enter search criteria like 'Building' and 'Room' and click 'Submit'. User can also enter the Log Parameters
Step 7 – Review the results grid for the information based on the search criteria
Step 8 – Export the results to PDF ( ), Excel ( ) or HTML ( ) by clicking the respective icons on the report (see figure 5.2). User can also view the run report history.

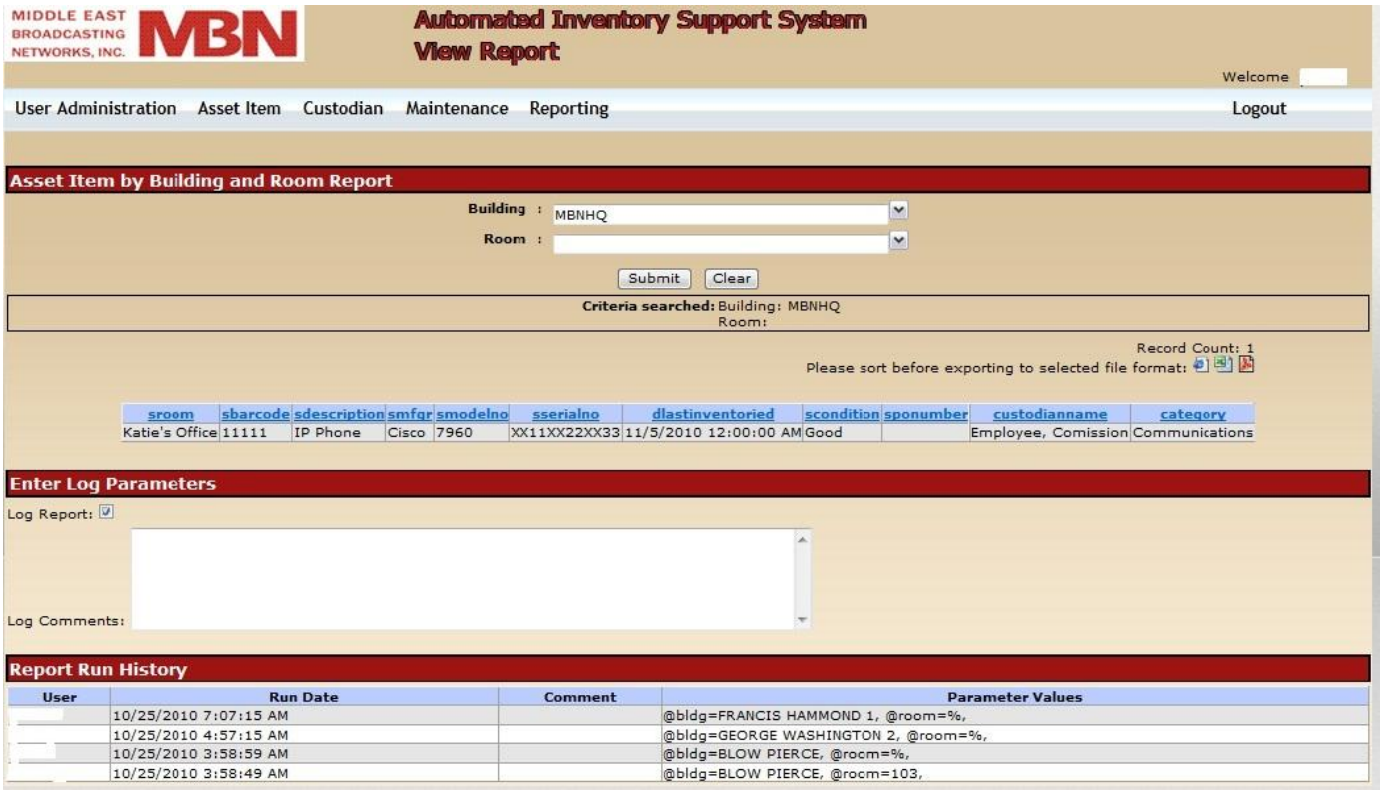

MIDDLE EAST BROADCASTING NETWORKS, INC.
MBN
Automated Inventory Support System
View Report
Welcome
User Administration
Asset Item
Custodian
Maintenance
Reporting
Logout
Asset Item by Building and Room Report
Building : MBNHQ
Room :
Submit
Clear
Criteria searched: Building: MBNHQ
Room:
Record Count: 1
Please sort before exporting to selected file format:
sroom | sbarcode | sdescription | smfgr | smodelno | sserialno | dlastinventoried | scondition | sponumber | custodianname | category
Katie's Office | 11111 | IP Phone | Cisco | 7960 | XX11XX22XX33 | 11/5/2010 12:00:00 AM | Good | | Employee, Comission | Communications
Enter Log Parameters
Log Report:
Log Comments:
Report Run History
User | Run Date | Comment | Parameter Values
10/25/2010 7:07:15 AM | @bldg=FRANCIS HAMMOND 1, @room=%,
10/25/2010 4:57:15 AM | @bldg=GEORGE WASHINGTON 2, @room=%,
10/25/2010 3:58:59 AM | @bldg=BLOW PIERCE, @rocm=%,
10/25/2010 3:58:49 AM | @bldg=BLOW PIERCE, @rocm=103,

Figure 5.2 – Run Report Results

Admin Edit

Only Administrator Users can Admin Edit the Report.

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Reports list is displayed with the options to Run, Admin Edit, Edit and delete report. Click on Admin Edit (pen symbol) option to edit the details like:

a) Report Name, Description, Type, Sort Expression, Grid Group and upload the file with Report URL are under the section head 'Report Details' also user can check the option 'Save to DB' and click 'Generate Report URL' button
b) Header Format, Header Parameters and Footer are under the section heading 'Report Properties'
a) Assign roles like Add Asset, Admin, Reports, Supervisor and user to the reports are under the section heading 'Assign Roles/Users to Report' with the option to check 'Private' Report. Check the 'Private' check box if the user wants to share the report with other users and groups. Once the check box is checked the 'Roles/Users' list box updated with list of other users, user can select name of other users by holding 'control / Ctrl' key on keyboard (multiple selection of Roles/Users) to share the report. Else, do not check the 'Private' check box in case user does not want share the report.

c) SQL command under the section heading 'SQL Details', click on the SQL command link to edit the command, edit the details, test the command and save the command or delete the command. Delete SQL details if required by clicking the trash icon.

d) Edit the column details under the section heading 'Columns New' by clicking the column name OR click on 'New' link in this section heading to create new columns like name, check or uncheck the option 'sortable', Field, Sort Expression, Number, Width, Format, Type like 'bound field' or 'checkbox field' or 'date field' or 'hyperlink field' or 'image field', Cell Header Field, Cell Footer Field, Horizontal align like 'center' or 'char' or 'justify' or 'left' or 'not set' or 'right' and save the new column details. Delete columns if required by clicking the 'trash' icon. Return to main page

Step 5 - Click on 'save' button to save the Admin Edit report settings (see Figure 5.3).

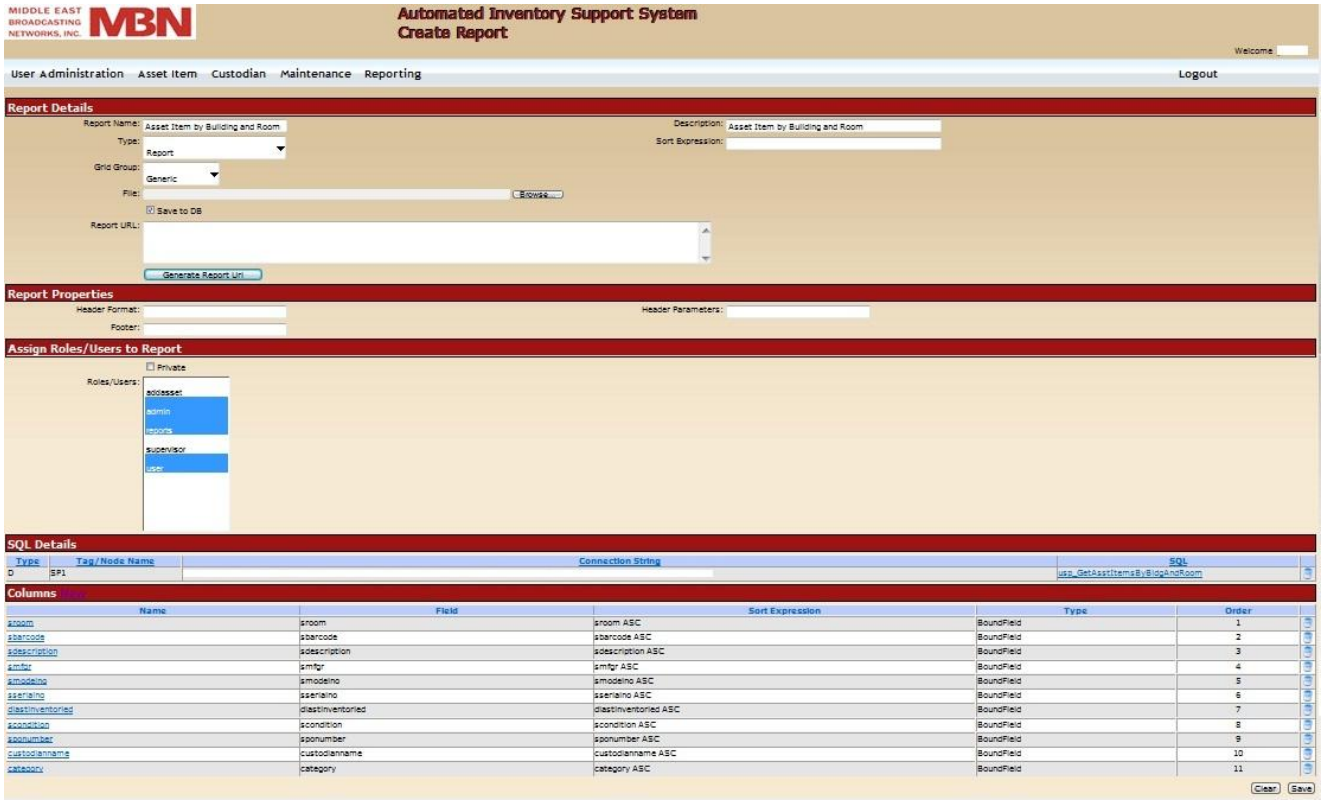


Figure 5.3 – Admin Edit Screen of Reports

Edit Reports

Only Administrator User can edit the Report:

Step 1 – User logs into MBN Inventory.

Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.

Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.

Step 4 – Reports list is displayed with the options to Run, Admin Edit, Edit and delete report. Click on Edit (pencil symbol) option to edit the details of the report. This functionality is similar to the create report functionality (see figure 5.4).

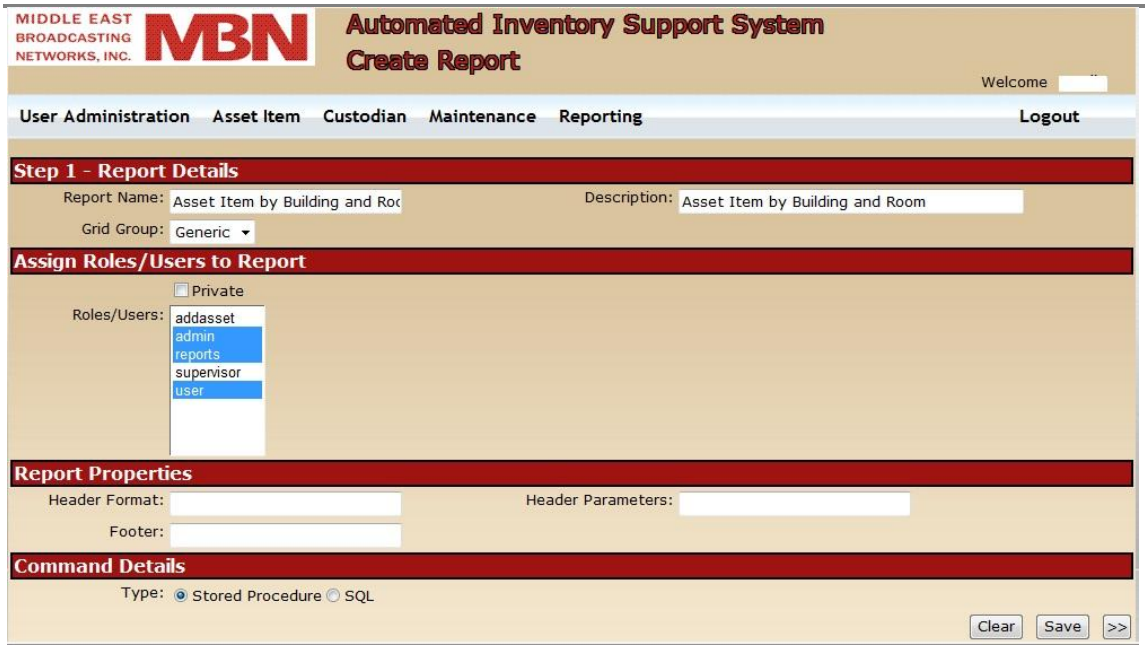


Figure 5.4 – Edit Screen of Reports

Delete Reports

Only Administrator User can delete the Report.

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Reports list is displayed with the options to Run, Admin Edit, Edit and delete report.
Step 5 – Click on 'trash' icon option to delete the report.

Create Reports

The 'Create Report' screen will provide the users the ability to Create/Edit Report settings, user has to enter the details like Report Name, Description, Grid Group, Option for Private Reports, Assign Roles/Users to Report, Report properties like Header Format, Header Parameters, Footer and Command details like Stored Procedure or SQL Type (see Figure – 5.5).

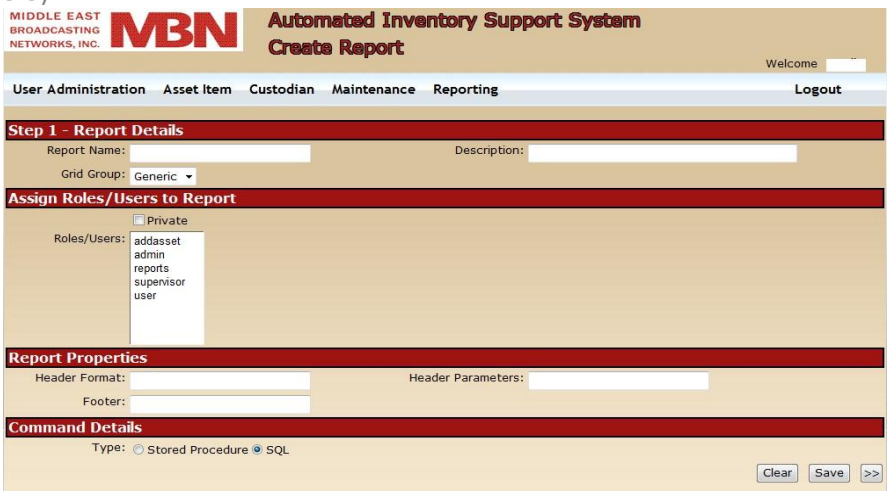


Figure 5.5 – Create New Report

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Reports' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Click on 'New' link in the section heading 'Reports List New', user has to enter the details like:

a) Report Name, Description and Grip Group under the section head 'Report Details'
b) Check the 'Private' check box if the user wants to share the report with other users and groups. Once the check box is checked the 'Roles/Users' list box updated with list of other users, user can select name of other users by holding 'control / Ctrl' key on keyboard (multiple selection of Roles/Users) to share the report. Else, do not check the 'Private' check box in case user does not want share the report.
c) Assign roles like Add Asset, Admin, Reports, Supervisor and user to the reports under the section heading 'Assign Roles/Users to Report'
d) Header Format, Header Parameters and Footer under the section heading 'Report Properties'
e) Select command type under the section heading 'Command Details'

Step 5 – Click on 'save' button to save the report settings (see Figure 5.5).
Step 6 – Click on the button '>>' to save report and move to the next step of creating command of type Stored Procedure or SQL (see Figure 5.6).

Figure 5.6 – Create New Report – Step 3 Create Stored Procedure Command

Step 7 – If command type 'stored procedure' is selected then in the next step of the screen user will get the options to edit the details like:

a) Various stored procedures for selection, Parameters, SQL Box under the section head 'Step 3 – Stored Procedure Details'.
b) The parameter information grid is refreshed based on the selected stored procedures parameters.
c) The user has an option to select the parameter from the dropdown values or enter a default value under the parameters grid.
d) The user can test the Stored Procedure command against the database by clicking on the 'Test Command' button. A corresponding success or error message will be displayed on the screen indicating the validity of the command.
e) The user can save the command details by clicking on 'Save' button. This button click automatically tests the command validity.

f) The user can click '>>' button to go to next step of creating columns (see Figure 5.7).

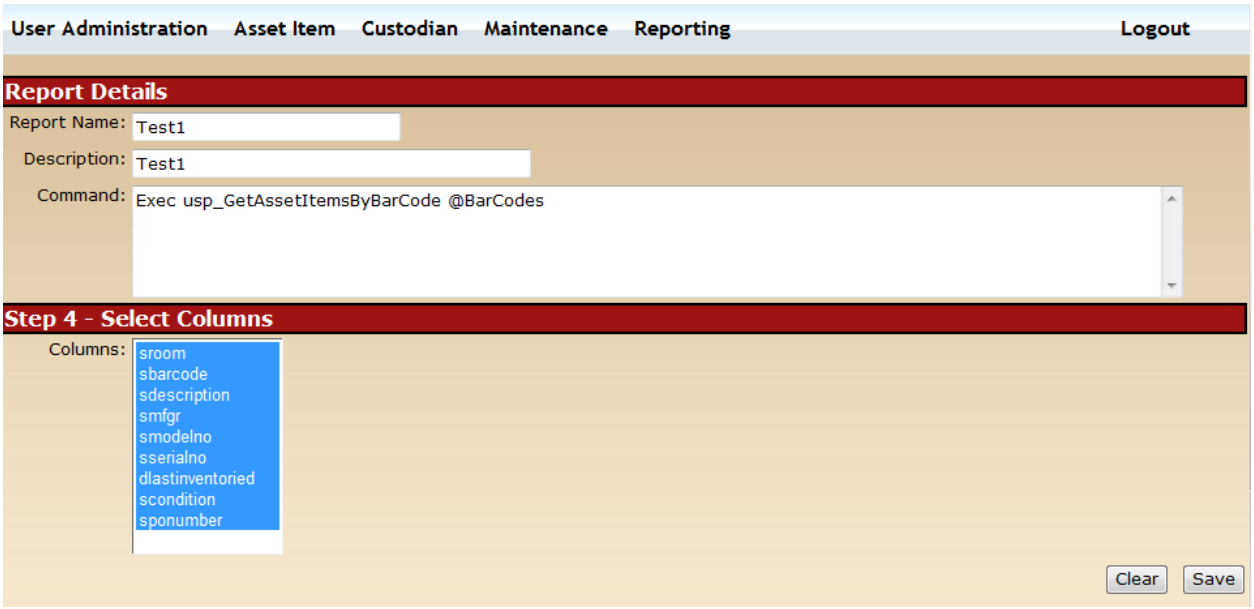


Figure 5.7 – Create New Report – Step 4 Create Stored Procedure Command's Report Columns

Step 8 – For creating the columns of the stored procedure type command report, the user has the option to select column details like:

a) User can select the various columns for the report from the available list of columns under the section head 'Step 4 – Select Columns'.

b) The user can save the column details by clicking on 'Save' button (see Figure 5.7).

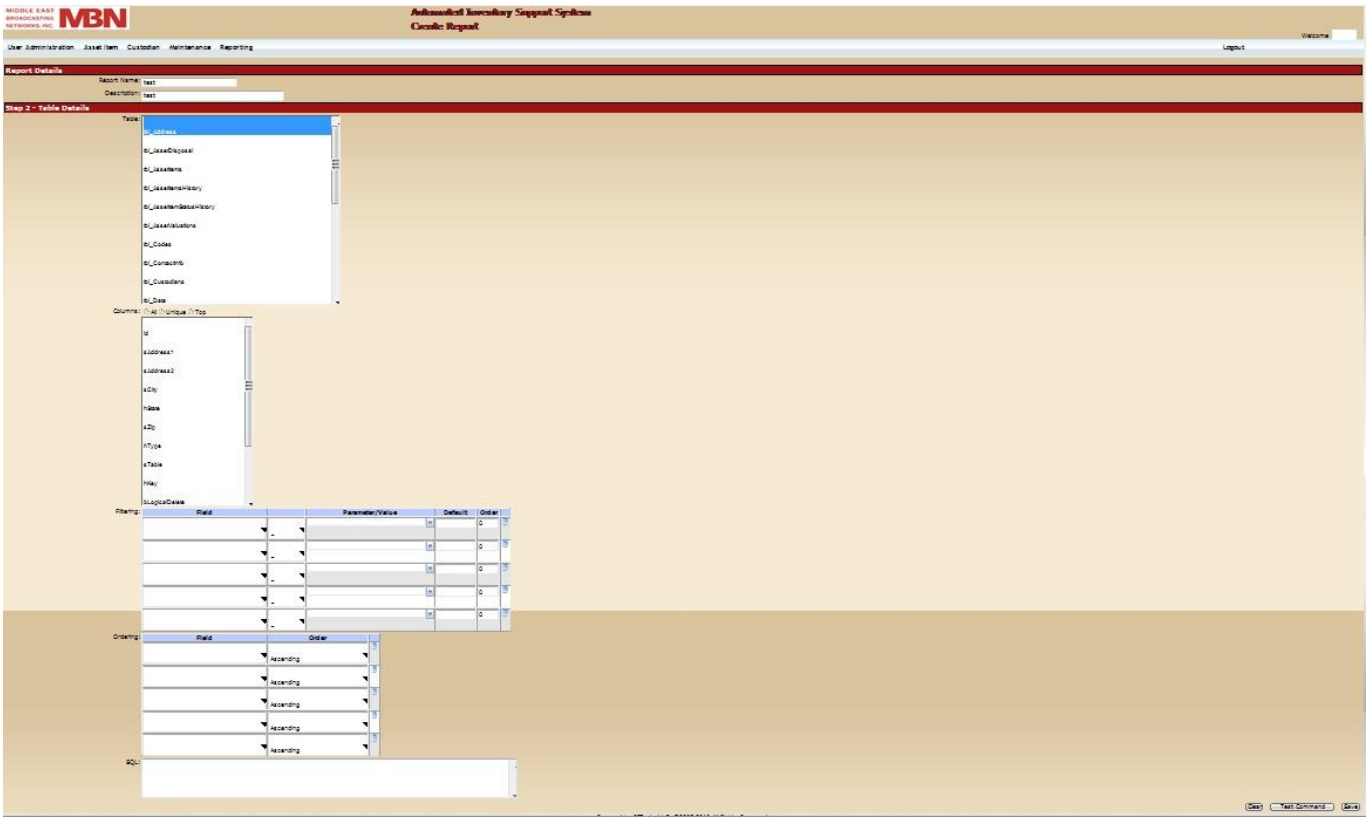


Figure 5.8 – Create New Report – Step 2 Create SQL Details

Step 9 – If command type 'SQL' is selected then in the next step of screen user will get the options to edit the SQL details like (see Figure 5.8):

a) User can select a table from the list of available table's options. The list of columns is refreshed based on the selected table in the Columns list, the Field dropdown control of the Filtering and Ordering grids.
b) The user can select the columns option like All, Unique and Top.
c) If All option is selected, all the columns in the list of columns is selected
d) If Top option is selected, a text box to enter the number of records is displayed.
e) The user can select the columns for the report from the displayed list of columns.
f) The user can select various columns to filter the data on using the 1st column 'Field' of the Filtering grid, then the operand needs to be selected from the 2nd column of the filtering grid. The user then selects the parameter or a default value from the dropdown list in the 3rd column 'Default/Parameter' of the filtering grid. The 3rd column can also be left blank, in which case the system auto generates a lookup parameter based on the field selected in the 1st column of the filtering grid.
g) The user then has the option to sort the data by selecting the field from the 1st column 'Field' of the Ordering grid, then the order sequence of ascending or descending is selected from the 2nd column 'order' of the ordering grid.
h) The user can test the SQL command against the database by clicking on the 'Test Command' button. A corresponding success or error message will be displayed on the screen indicating the validity of the SQL command.
i) The user can save the command details by clicking on 'Save' button. This button click automatically tests the command validity.

PARAMETERS

The 'Parameters' screen will provide the users the ability to search the parameters created like parameter name, screen type, table name, lookup field and return field (see Figure – 5.9).

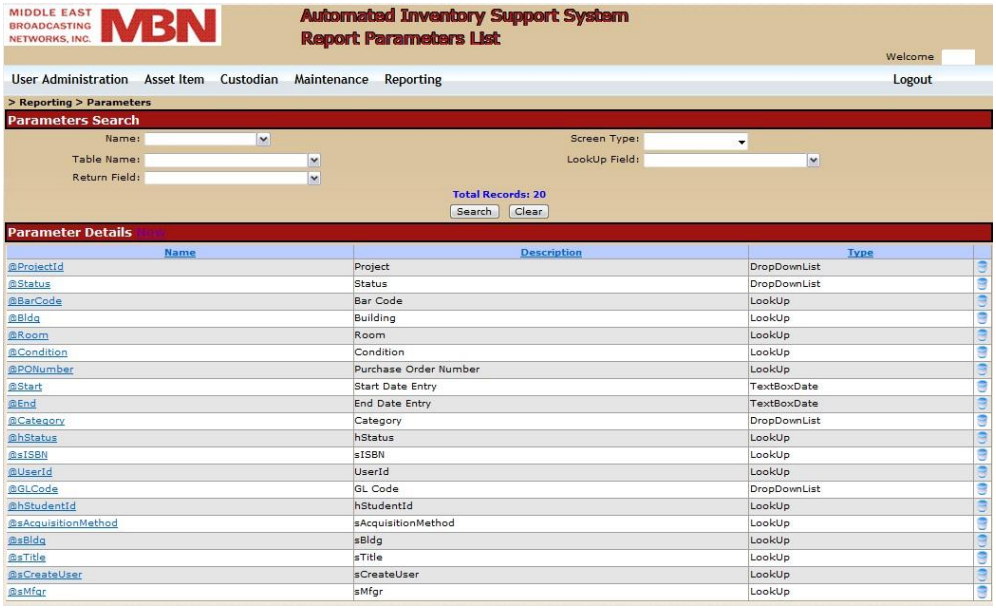


Figure 5.9 – Parameter List

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Parameters' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Select any of the available listed string by clicking down arrow beside the available options like Name, Screen type, Table Name, Lookup Field or Return Field and then click 'Search' button to display the search results of parameters OR just click on the search button to list the entire list of parameters.

Edit Parameter

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Parameters' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Select any of the available listed string by clicking down arrow beside the available options like Name, Screen type, Table Name, Lookup Field or Return Field and then click 'Search' button to display the search results of parameters OR just click on the search button to list the entire list of parameters.
Step 5 - Click on the parameter name which has hyperlink to edit the available options like Parameter Name, Description, Screen Type, Length, Description Field, Code Field, List Box Rows, List Box Width, Selection Mode, Control ID, Required Checkbox, Data Type, Value Data Type, Repeat columns, Error description, Validation Expression, Note, Service Path, Service Method, Table Name, Lookup Field, Return Field, Invalid Message, Event Trigger, Function call, Connection String and SQL command and then click 'Save' button to save the changed parameters (see Figure – 5.9).

New Parameter

The 'New Parameter' – screen will provide the users the ability to Create the parameters, and the user has to enter the details like Parameter Name, Description, Screen Type, Length, Description Field, Code Field, List Box Rows, List Box Width, Selection Mode, Control ID, Required Checkbox, Data Type, Value Data Type, Repeat columns, Error description, Validation Expression, Note, Service Path, Service Method, Table Name, Lookup Field, Return Field, Invalid Message, Event Trigger, Function call, Connection String and SQL command (see Figure – 5.10).

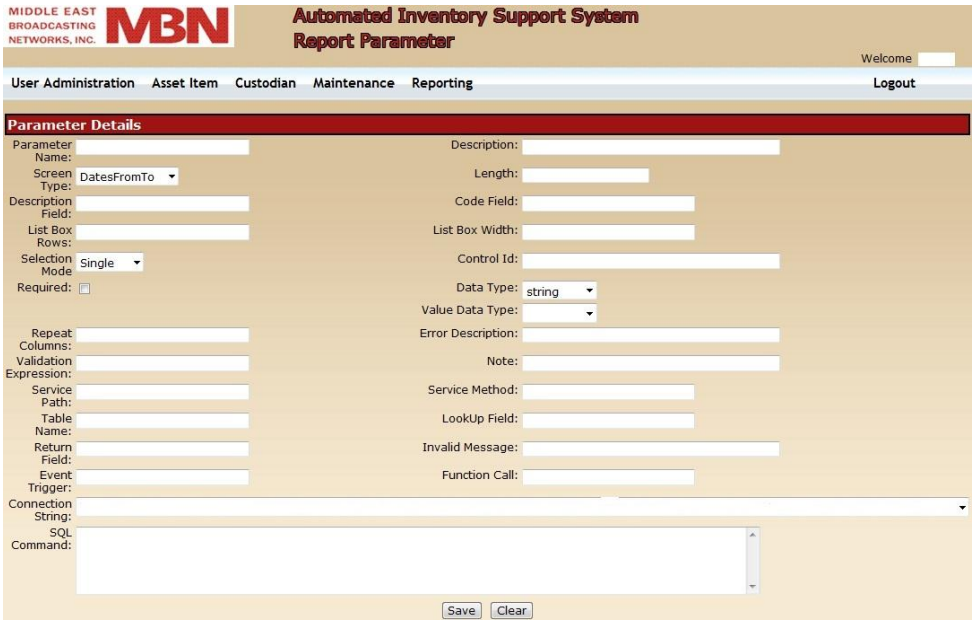


Figure 5.10 – Edit/Create Parameter

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Parameters' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Click 'New' link in the section heading 'Parameter Details New'
Step 5 – Enter all the required details enter the details like Parameter Name, Description, Screen Type, Length, Description Field, Code Field, List Box Rows, List Box Width, Selection Mode, Control ID, Required Checkbox, Data Type, Value Data Type, Repeat columns, Error description, Validation Expression, Note, Service Path, Service Method, Table Name, Lookup Field, Return Field, Invalid Message, Event Trigger, Function call, Connection String and SQL command as shown in Figure 5.10 and click on save to create Parameter.

COLUMNS

The 'Columns' screen will provide the users the ability to view the column details report wise and create new columns for the existing reports (see Figure – 5.11).

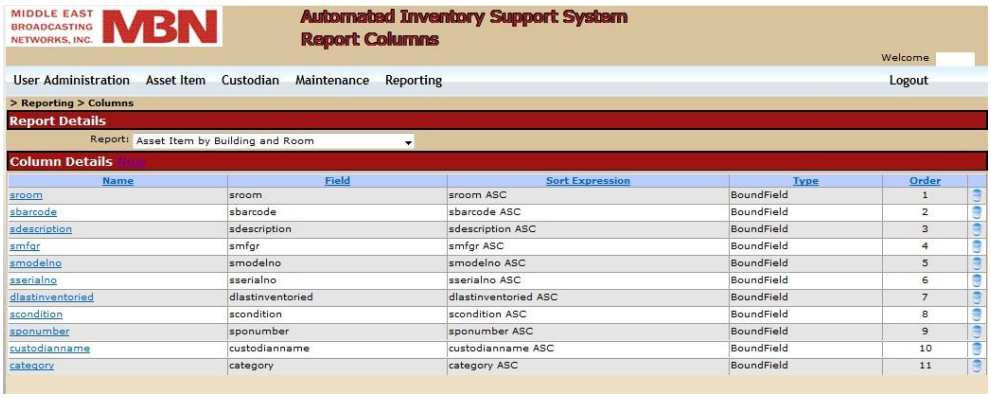

MIDDLE EAST BROADCASTING NETWORKS, INC.
MBN
Automated Inventory Support System
Report Columns
Welcome
User Administration Asset Item Custodian Maintenance Reporting Logout
> Reporting > Columns
Report Details
Report: Asset Item by Building and Room
Column Details New
Name Field Sort Expression Type Order
sroom sroom sroom ASC BoundField 1
sbarcode sbarcode sbarcode ASC BoundField 2
sdescription sdescription sdescription ASC BoundField 3
smfgr smfgr smfgr ASC BoundField 4
smodelno smodelno smodelno ASC BoundField 5
sserialno sserialno sserialno ASC BoundField 6
dlastinventoried dlastinventoried dlastinventoried ASC BoundField 7
scondition scondition scondition ASC BoundField 8
sponumber sponumber sponumber ASC BoundField 9
custodianname custodianname custodianname ASC BoundField 10
category category category ASC BoundField 11

Figure 5.11 – List of Report Columns

View Report Columns

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Columns' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – The user needs to select the report type under the section heading 'Report Details' to display the Column Details and then the column details are displayed in the table format under the section heading 'Column Details New'.

Edit Report Columns

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Columns' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – The user needs to select the report type under the section heading 'Report Details' to display the Column Details and then the report details are displayed in the table format under the section heading 'Column Details New'.
Step 5 – Click on the link of column type in the 'Name' column of the section heading 'Column Details New' of the columns wishes to edit.
Step 6 – Edit the column details like name, check or uncheck the option 'sortable', Field, Sort Expression, Number, Width, Format, Type like 'bound field' or 'checkbox field' or 'date field' or 'Hyperlink field' or 'image field', Cell Header Field, Cell Footer Field, Horizontal align like 'center' or 'char' or 'justify' or 'left' or 'not set' or 'right' and then click on 'save' button to save the changed column details (see figure 5.12).

Create New Columns

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Columns' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen.
Step 4 – Click on the link 'New' in the section heading 'Column Details New' of the columns wishes to edit.

Step 5 – Enter the column details like name, check or uncheck the option 'sortable', Field, Sort Expression, Number, Width, Format, Type like 'bound field' or 'checkbox field' or 'date field' or 'Hyperlink field' or 'image field', Cell Header Field, Cell Footer Field, Horizontal align like 'center' or 'char' or 'justify' or 'left' or 'not set' or 'right' and then click on 'save' button to save the new column details (see figure 5.12).

Figure 5.12 – Adding/Updating Columns

CONNECTIONSTRINGS

The 'Connection Strings' screen will provide the users the ability to View, Edit and Create connection string and the user has to enter the details like Connection type (SQL), check or uncheck the Trusted Check box, Server name, Database name, user id, User Password.

View Connection Strings

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Connection strings' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen. A list of available connection strings are shown depending upon the source selected in the section heading 'Source Details' (see figure - 5.13)

Figure 5.13 – View Connection Strings

Edit Connection Strings

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.
Step 3 – Click 'Connection strings' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen. A list of available connection strings are shown (see figure 5.13)
Step 4 – Select the source under the section head 'Source Details' and then click the connection string user intend to edit. Edit the details like Connection type (SQL), check or uncheck the Trusted Check box, Server name, Database name, user id, User Password and then click on 'save' button to save the changed settings (see figure 5.14).

Create New Connection String

Step 1 – User logs into MBN Inventory.
Step 2 – Hover over the 'Reporting' option from the menu bar at the top of the screen.

Step 3 – Click 'Connection strings' from the drop-down list under the 'Reporting' option from the menu bar at the top of the screen. A list of available connection strings are shown if available (See figure 5.14)

Figure 5.14 – Adding/updating Connection String

Step 4 – Click on 'New' link in the section heading 'Connection String Details New' (see figure 5.13)

Step 5 – Enter new connection string details like Connection type (SQL), check or uncheck the Trusted Check box, Server name, Database name, user id, User Password and then click on 'save' button to save the new connection settings.